

FROM: THE DIRECTOR'S DESK

TO: All Students of the **INSTITUTE OF PUBLIC ADMINISTRATION AND EXTENSION SERVICES 2013/2014 SESSION**

You are all welcome to the Institute of Public Administration and Extension Services of the University of Benin. I want to welcome also all returning students.

All of you have worked very hard to reach this stage. New students have to pass the University Entrance Examination in addition to their qualifications. Some of you old students scaled through the sessional examinations, the result of which has been approved by the Senate. Congratulations.

The new session is new in very many respects, therefore, ALL students are enjoined to base their actions on correct information from staff of the Institute particularly the Course Coordinators. No action should be based on rumours often generated by people in the system especially students and others who may have ulterior motives.

Vital information which **MUST NOT** be ignored by ALL students are provided in the next few pages of this brochure. As can be expected, these pieces of information are not exhaustive, hence you need to complement such by contacts with appropriate Institute and University personnel.

Once again, you are welcome and I wish you a happy session.

Thank you.

Enaruna Edosa, Ph.D
Ag. Director

1.2 HISTORY AND OBJECTIVES OF THE INSTITUTE

The Institute of Public Administration and Extension Services, University of Benin, was established in response to the sound reasoning that in order to achieve substantial improvement of managerial and administrative competence and professionalism in a developing nation like Nigeria, appropriate Institutions are needed for training, education, research, consultancy and development of staff. It was this idea that led to the establishment of this Institute. It was created to serve as a management and administrative center for excellence from which administrative and managerial expertise in the health, socio-economic and administrative areas could be made available to the Nigerian public and interest organizations in particular and the African region in general.

The Institute started out in the 1978-79 academic year with the Diploma in Nursing Administration and Management Programme (DNAM). In the 1979–80 academic year, it added the Diploma in Health Administration and Management and the Diploma in Health Statistics both in the Health Management area. Other programmes being offered are the Postgraduate Diploma in Public Administration (PGDPA) and the Masters in Health Planning and Management (MHPM).

1.3 PHILOSOPHY/VISION OF THE INSTITUTE

As a group of academics, non-academic staff and students committed to the best tradition of academic practice, we commit ourselves to be guided by the following set of values:

- i. **Commitment:** We shall keep the vision and mission of the institute constantly in mind and work hard to uphold the values at all times.
- ii. **Scholarship:** We shall first and foremost be scholars in everything that we do.
- iii. **Team spirit:** We shall share information and collaborate in the pursuit and dissemination of knowledge.

- iv. Integrity: We shall conduct ourselves in ways that make us moral exemplars to our students.
- v. Mutual respect: We shall respect different viewpoints, different backgrounds and other human differences as we pursue and disseminate knowledge.
- vi. Creativity and Innovativeness: We shall seek to be creative and innovative in our programmes and constantly develop ourselves and advance our knowledge.
- vii. Transparency and Accountability: We shall be transparent in everything that we do. We shall give regular accounts of our activities to each other, our students and the larger community.

1.4 ORGANIZATIONAL STRUCTURE OF THE INSTITUTE

The Administrative structure of the Institute is as follow:

(i) **Office of the Director**

The Director manages, co-ordinates and controls the academic and administrative work of the Institute. He is directly responsible to the Vice-chancellor of the University. He is assisted by a Senior Administrative Officer who is centrally deployed form the Registry.

(ii) **Administrative Studies Division**

This Division, headed by a senior academic staff, organizes and runs the following courses:

- (i) Postgraduate Diploma in Public Administration (PGDPA)

(iii) **Health Management Studies Division**

The Division, also headed by a senior academic staff, runs the following courses:

- (a) Diploma in Primary Health Care and Statistics (DPHCS)
- (b) Diploma in Nursing Administration and Management (DNAM)
- (c) Diploma in Health Administration and Management (DHAM)

(iv) **Extension Services Division**

The Division runs all short-term courses in Health, Administration and related courses.

It constantly liaises with the Federal, State and Local Government of the Federation and with the parastatals and interested private sector

enterprises in respect of the research, extension and consultancy activities of the Institute. It advises these various organizations on the essence of consultancies and takes up research projects on their behalf. In addition, it publishes the institutes journals, manuscripts, lectures, seminars and other works and tests. It runs the Institute's special library/reading room.

1.5 BOARDS AND COMMITTEES OF THE INSTITUTE

The Director of the Institute is assisted in the day to day management of the Institute by the following Boards and Committees.

1.6 BOARD OF MANAGEMENT MEMBERSHIP

1. Chairman – Usually a Professor appointed by the Vice-Chancellor.
2. Deputy Vice-Chancellor
3. Registrar
4. Director, IPAES
5. 3 Members of staff of IPAES
6. Dean, Faculty of Social Sciences
7. Dean, School of Medicine
8. Dean, Faculty of Education
9. Representatives of six state governments (The States of the Federation are to be rotated from time to time for this purpose).
10. Two Representatives of Senate.
11. The Bursar
12. Representative of the Federal Ministry of Health
13. Secretary – Administrative Secretary of the Institute.

TERMS OF REFERENCE

- (a) To give policy directions as deemed necessary in carrying out the functions of the Institute.
- (b) To consider and report to the Council on all proposals involving finance and the administration of property.
- (c) To recommend the admission of persons as Fellows of the Institute;
- (d) To request and receive from the Director and consider reports on the work of the Institute;
- (e) To provide for the Council and, where relevant, the Senate, a report of the proceedings of meetings of the Board;
- (f) To carry out any other functions conferred upon the Institute by Senate and/or Council.

- (g) To appoint from its own members or otherwise such committees as may be deemed expedient and to delegate to any such committees any functions which the Board is competent to perform.

1.7 BOARD OF STUDIES MEMBERSHIP

- (i) Chairman – Director of the Institute
- (ii) All academic staff of the Institute and part-time lecturers.
- (iii) Secretary – Administrative Secretary of the Institute.

TERMS OF REFERENCE

The Board is responsible for all academic matters relating to the Institute.

1.8 COMMITTEES OF THE INSTITUTE

For administrative convenience, the Institute operates under a committee system. Some of the Committees and their terms of reference are as follows:

NO.	COMMITTEE	TERMS OF REFERENCE
1.	Library Committee	To oversee the general welfare of the library and to advise the Director of the Institute in regard to the acquisition of books, journals and equipment for the library.
2.	Institute's Journal Committee	To Produce the Institute's journal using acceptable reference procedures for academic journals.
3.	Institute's Environmental Committee	1. To ensure that the Institute's classrooms, offices, library etc., and environment are kept clean at all times. 2. To liaise with the Parks and Gardens Department of the University for flowers and shading trees to be planted in the surroundings of the Institute.
4.	Professional Attachment Committee	To liaise with Federal, State and Local Government and other private organizations for the purposes of sending Institute's students to these organizations for a one month professional attachment, to make all necessary arrangements for the conduct

		and supervision of the attachment. To liaise with the Director of the Institute in making all arrangements for the professional attachment of students in the Institute.
5.	Alumni Network/Fund Raising Committee	To set up an Alumni Network for the graduates of the Institute. To liaise with outside organizations for purposes of raising funds for the Institute's programmes.
6.	Institute's Social Committee	Orientation, Convocation, representation in social activities e.g. marriage, burial reception and send off parties etc.
7.	Postgraduate Committee	To review periodically the Institute's Postgraduate programme(s) To develop postgraduate programmes for the Institute.
8.	Institute's Admission Committee	To handle admission of students into the Institute's programmes.
9.	Course improvement Committee	To look into the various courses in the Institute from time to time and suggest way to improve them. Also to review books recommended for the various courses with a view to ensuring that current texts are recommended students. Texts recommended to students should first be cleared by this Committee and by the Director.
10.	Institute's Research Committee	To develop sustained research programme for the Institute. To conduct research into topics and relevant areas to the nation.
11.	Institute's Appointment and Promotion Committee	Membership: Director, Heads of Divisions and two (2) representatives nominated by the Vice-Chancellor. To

		consider recommendations for the appointment and promotion of academic and non-academic staff of the Institute.
12.	Short Course Committee 1. Financial Management 2. Personnel Management 3. Industrial Relations 4. Health Management 5. Any other course depending on demand	To develop short course in different areas for the Institute with a view to meeting the changing needs of the Nigerian Society.
13.	Placement Committee	To liaise with public and private organizations to sensitize them to the Institute programmes with a view to finding jobs for unemployed graduates of the Institute and those wishing to change jobs.
14.	The Institute has Course Coordinators for each of the six programmes	The duties of the course coordinators include: - Advising students on academic and welfare matters; compilation and computation of academic records; - Ensure that conducive atmosphere is created for the students for their academic and other related works.
15.	Academic policy and Planning Committee	To update Institute's academic policy and plans.
16.	Users Committees	To plan for and ensure adequate utilization of Institute's facilities and equipment.

CHAPTER 2

ACADEMIC STAFF LIST

2.1 DIRECTOR'S OFFICE

S/No.	NAME	Qualification and Awarding Universities	Status
1.	Dr. Enaruna S. Edosa	B.Sc. (Ed) Ekpoma	Director

		M.Sc. (Ibadan) Ph.D (Okada)	
2.	Omage-Umeh T. M (Mrs.)	B. A, PGDM, M.Sc.	Assistant Registrar/Institute Secretary
3.	Agnes Agajimah (Miss)	B.Sc. Social Works	Confidential Sec. to Director
2.2 ADMINISTRATIVE STUDIES DIVISION			
1.	Osa Osemwota (Prof.)	B.Sc. (Hons) Ibadan M.Sc Wisconsin, MPA (New York) MNITP	Professor
2.	Mr. E. O. Oghator	B.Ed., MPA, (Benin) MIPM	Senior Lecturer
3.	Dr. S. Aibieyi	BPA, M.Sc., Ph.D.	Associate Professor
4.	Dr. S. O. Uhumwuangho	BPA, M.Sc. (Benin), Ph.D (Ekpoma)	Lecturer II
5.	Mr. John O. Osaghae	B.Sc., M.Sc. (Benin)	Assistant Lecturer
2.3 HEALTH MANAGEMENT STUDIES DIVISION			
1.	Prof. (Mrs.) R. I. Ogbimi	B.Sc. (Ibadan), M.Sc. (Benin) Ph.D. (Ibadan) SRN, RN, NRN, RNT	Professor
2.	Prof. N. H. Achime	B. Sc., M.Sc., M. A. & Ph.D	Professor
3.	S. U. Akpovi	B.Sc. (Ibadan) MPH (Ibadan)	Associate Professor and Head of Health Management Studies Division
4.	Dr. S. O. Osemwenkha	B.Sc., (Ibadan) M.Sc., (Sociology) Benin Ph.D (Benin) F.C.P.P.S.R.N	Professor
5.	Dr. A. O. Omozuwa	MD (Leningrad), PGDA, MHPM (Benin) M.PH (Ibadan)	Lecturer II
2.4 EXTENSION SERVICES DIVISION			

1.	Dr. F. O. Imuetinyan	B.Sc., M.Sc., Ph.D. (Benin)	Senior Lecturer & Head of Extension Services Division
2.	Mr. J. O. Okojie	B.Sc., M.Sc., Psychology	Senior Lecturer and Head of Administrative Studies Division
3.	Barr. E. O. Fenemigho	LLM, B. L. (Benin)	Lecturer I
4.	Barr. G. L. Umoru	LLM., B.L. (Benin)	Lecturer II
5.	Barr. A. U. Amadasun	HND (Journalism/Mass Comm. (London), MCA (Ibadan), LLB (Hons) Benin, BL, LLM (Benin)	Assistant Lecturer

CHAPTER 3

PROGRAMMES OF THE ADMINISTRATIVE STUDIES DIVISION

3.1 PROGRAMMES OFFERED

The programmes of this division include:

1. Masters in Public Administration (MPA)
2. Bachelor of Public Administration (BPA)
3. Postgraduate Diploma in Public Administration (PGDPA)

3.2 POSTGRADUATE DIPLOMA IN PUBLIC ADMINISTRATION (PGDPA) PROGRAMME

3.3 PROGRAMMES OBJECTIVES

The Institute offers graduate training in Public Administration leading to the Post Graduate Diploma in Public Administration (PGDPA). This programme is aimed at improving the skills and competence of young Administrative Officers who have the potential of advancing to top administrative management positions.

3.4 ADMISSION POLICY

Applicants are expected to hold either a University degree, Higher National Diploma or equivalent qualifications. They should in addition possess at least one year of administrative/working experience.

3.5 COURSE REQUIREMENT

The postgraduate Diploma programme commences at the beginning of each academic year and consists of lectures, seminars, workshops and the production and submission of a final project paper.

In addition, in order to successfully complete the programme participants are expected to pass all their courses with a minimum of 50% or a 'B' Grade.

3.6 DURATION OF PROGRAMME

One academic year.

3.7 COURSE TITLE

S/NO.	COURSE NO	COURSE TITLE	CREDITS
		FIRST SEMESTER	
1.	PGD 701	Theories of Administration	3
2.	PGD 702	Nigerian Government and Administration	3
3.	PGD 703	Principles of Management	3
4.	PGD 704	Research Methods and Basic Statistics	3
5.	PGD 705	Management Accounts and Finance	3
6.	PGD 707	Administrative Law	3
7.	PGD 710	Behavioral Science	3
		SECOND SEMESTER	
8.	PGD 706	Personnel Management	3
9.	PGD 708	Comparative Administration	3
10.	PGD 709	Management Techniques	3
11.	PGD 711	Development Economics	3
12.	PGD 712	Urban Government Administration	3
13.	PGD 713	Local Government Administration	3
14.	PGD 714	Project	6

3.8 COURSE DESCRIPTION OF POSTGRADUATE DIPLOMA IN PUBLIC ADMINISTRATION (PGDPA)

PGD 701 THEORIES OF ADMINISTRATION

The classical organization theorists, the Human Relations school and the structuralists. The basis and purpose of government organization; the need for leadership in the public service; the role of the civil service in policy formulation; civilian and military administrations. The budget and policy formation. Decision making process. Resource management- human, material and financial. Organization performance measurement. Techniques of administration. The principles of administration and management.

PGD 702 NIGERIAN GOVERNMENT AND ADMINISTRATION

Pre-colonial societies in Nigeria – the Hausa/Fulani Empire, the Old Oyo Empire, the segmentary societies of the East, etc. The imposition of colonial rule and the establishment of the Nigeria State. Constitutional development in Nigeria. The Nigerian Civil Service. Public Corporations and Boards; Local Government – history and development. Inter government relations in Nigeria External relations.

PGD 703 PRINCIPLES OF MANAGEMENT

The nature and significance of management; the evolution/approaches to management in the Public Service; Management Functions. The executive, his functions and role. The environment of management in third world countries. Problems of management in Nigeria.

PGD 704 RESEARCH METHODS AND BASIC STATISTICS

Introduction to the methods of research and systematic survey. The models of inquiry in survey research, Data gathering, interviewing techniques and elementary statistics. Analysis and interpretation of data.

PGD 705 MANAGEMENT ACCOUNT AND FINANCE

The nature, development and purpose of accounting and finance, its importance to managers and administrators. Accounting concepts. Conventional means of collecting and summarizing basic data. Types of accounts – final Accounts and Balance Sheet – Concept of depreciation, provisions of bad debt and reserves, account and prepayment. Types of business: Memorandum and Articles of Association – private and parastatals. Profit and non-profit organizations. Accounting tools for planning. Control and decision-making. Capital budgeting – their usefulness. Board of Governors composition and role. Understanding of annual and financial reports.

PGD 706 PERSONNEL MANAGEMENT

Human relations and motivating employees. Interview and interview techniques
Compensations and incentives in public and private sectors. Public and Private
sector recruitment compared. Promotions, Discipline and delegation in both
sectors. Line and staff in the hierarchy. Collective bargaining. Performance
appraisal.

PGD 707 ADMINISTRATIVE LAW

Classification of government powers. Delegated legislation and the rule making
powers of administrative agencies. Rule making in the legislature. The courts
and rule making. Sub-delegation. Parliamentary and judicial review of
administrative action, legal liability of government.

PGD 708 COMPARATIVE ADMINISTRATION

Definition of Comparative Administration, Evolution of Comparative
Administration. The ecology of Public Administration. A comparative study of
system and processes in selected developed and developing administrations
(including Nigeria), Organization of the public services from a comparative
perspective. Free market society versus command societies. Public corporations
and other public enterprises. Social services Administration, Public Complaints
Officer. Administrative Secrecy and collective bargaining in comparative
setting.

PGD 709 MANAGEMENT TECHNIQUES

The basic functions of management and Communications. Role of effective
communications. Barriers to communication organization and methods;
Management by Objectives; flow charting. Net-work planning and analysis and
the queue technique. Quantitative methods-application in management
accounting reports; their forms and content; importance to management,
workshop, group discussion, seminars and simulation approaches.

PGD 710 BEHAVIOURAL SCIENCE

This course provides meaningful and fruitful experience through various attempts
to apply cognitive theory toward the understanding of human behaviour that
students can apply in their places of work and in fields of interest for effective
management of organizations. Areas to be covered include Elements of
Organizational Behaviour. Theories of Motivation, Group change and role.
Social inquiry in survey research, data gathering interviewing techniques and
elementary statistics and analysis and interpretation of data.

PGD 711 DEVELOPMENT ECONOMICS

Economic and non-economic development. Fiscal federalism in Nigeria; Development planning in Nigeria. Military intervention and Nigeria's economic development.

PGD 712 URBAN ADMINISTRATION AND MANAGEMENT

The nature of urban government evolution and models of city management. Population Dynamic and Urban Management. Managing Metropolitan Areas. Power, Politics and participation in Urban Services, Health, Education, Housing, Social Welfare, Art and Culture etc. The Planning challenge of cities. Urban community organizations and the role of voluntary Associations and pressure Groups in the Management of cities. Towards efficient delivery of services: Public versus, Private Innovations and Organizational Innovations in City Management, Barriers to change; Managing the City of the future; Size, Organizational structure, Economic Base and Rural-Urban interfaces.

PGD 713 LOCAL GOVERNMENT ADMINISTRATION

This course basically examines the theories of local government, the typologies of local government and its practice in unitary and federal systems of government.

PGD 714 PROJECT

Every student is expected to write a project of acceptable standard on a topic chosen from the field of public administration and management. Each student for the purpose of this aspect of the course, is assigned a supervisor from the academic staff of the Institute of Public Administration and Extension Services and any other academic staff of the University, as the Director of the Institute considers fit.

3.22 PART-TIME BACHELOR IN PUBLIC ADMINISTRATION (B.P.A) PROGRAMME

3.23 INTRODUCTION

By the directive of the University Senate this Part-Time degree programme is run by the Department of Political Science and Public Administration in collaboration with the Institute of Public Administration and Extension Services (IPAES). Lectures take place on Friday evenings from 4p.m to 9p.m and on Saturdays from 8a. m to 7p.m. It is run on a system of two semesters per academic year, in line with the normal academic semester of the University.

3.24 PROGRAM OBJECTIVE

Public Administration has grown in dimension and size in recent years because the public sector now touches virtually all areas of life of the citizen. In Nigeria, the number of state administrations has constantly increased from three at the time of independence to the current number of thirty-six states and Abuja Federal Capital Territory. Local governments have also multiplied geometrically with their numbers recently reaching seven hundred and forty-seven. All the levels of government in addition to the ever-expanding Federal Government require management by professional personnel, some of which will be recruited from the ranks of fresh graduates from full-time degree programs, while some will be provided by existing public servants whose knowledge and expertise will be upgraded through part-time degree programs.

Because of the harsh economic realities of Nigeria, many public servants cannot afford to leave their jobs and go on full-time courses at personal expense. Moreover scholarships are no longer in adequate supply, yet school fees have continued to rise in keeping with the biting inflationary trends in the economy. This part-time program therefore provides specialized training in Public Administration to those serving public servants who because of the nature of their jobs or their financial capability are unable to participate in a full-time University degree program. Participants will harness the advantage of acquiring theoretical academic knowledge (two week-end days) and going on to practicalize such knowledge gained (five week days) as they work in their offices while simultaneously undergoing the undergraduate degree course of studies. This program is therefore designed to accommodate both the younger and the more experienced public servants, depending on their previous levels of educational qualification relevant to university education.

3.25 TEACHING STAFF

The teaching staff for the program will be provided mainly from the lecturers in the Department of Political Science and Public Administration as well as the Institute of Public Administration and Extension Services. Furthermore, additional required staff will be drawn from other relevant Departments in the Faculty of Social Sciences.

3.26 ADMISSION REQUIREMENTS

All candidates for the BPA Part-Time Degree program must take and pass the University entrance examination prescribed for this programme, in order to be considered for any of the following program options.

A.1 Admission Requirements for the Six-Year Part-Time Degree Program in Public Administration

Candidates seeking admission into this programme should possess any of the following qualifications:

(a) At least **five Ordinary Level Credit** passes in WASC, WAEC, SSCE/GCE, NECO, SSCE or any of their recognized equivalents at not more than two sittings. (b) At least **five Merit** level passes in the Teacher's Grade Two Certificate Examination (T.C.II). The subjects must include English Language, Mathematics, Government/History and any other Social Science subject.

B.1 Admission Requirement for the Five-Year Part-Time Degree Programme (Direct Entry)

In addition to (A.I) above, candidates who possess any of the following qualifications may be considered for admission into the five-year programme:

- (i) At least **two Advanced Level** passes at the General Certificate of Education (GCE) or the Higher School Certificate or Education (HSC) or any of their recognized equivalent at not more than **two** sittings. One of the two subjects should be Government OR History.
- (ii) At least a **Credit** level pass in any of the University of Benin Diploma.
- (iii) Diploma with at least **Upper Credit** level pass from any other recognized University.
- (iv) Ordinary National Diploma (OND) with at least an **Upper Credit** level pass in a relevant discipline from any recognized Polytechnic or College of Technology.
- (v) Higher National Diploma (HND) with at least Lower Credit level pass in any relevant discipline from any recognized Polytechnic or College of Technology.
- (vi) Nigeria Certificate of Education (NCE) with at least a Credit level passes in a Social Science subject from a recognized College of Education. In addition, such a candidate should have at least an overall Merit level pass.
- (vii) A Final Pass in the Association Chartered Institute of Secretaries and Administrators (ACIS) Part 1 or Associate Institute of Bankers (AIB) Part 1 or Associate of Chartered Institute of Insurance (AC II) Part 1
- (viii) NABTE (A/L)

B.2 WAIVER FOR MATURE CANDIDATES

Provision is made for the admission of Mature Candidates. The University Senate allows only 5% of the total number of candidates offered admission in the program for each class. It should be noted that admission under this provision, being a University granted privilege, is not automatic. To be considered for admission under this category, candidates must satisfy the following conditions:

- (a) Should be at least 35 years of age;
- (b) Should have at least 10 years cognate working experience;
- (c) Should possess at least four Ordinary Level Credit passes OR at least four Merit level passes in the Teacher's Grade Two Certificate Examination (T.C. II) or any of their recognized equivalent at not more than two sittings. The subjects should include English Language. At least a pass in Mathematics is required.

3.27 DURATION OF DEGREE PROGRAM

- (1) A Student should under normal circumstances, spend six years or five years (for Direct Entry) to obtain a Bachelor's Degree in Public Administration.
- (2) Unless granted special leave by the appropriate University authority, a candidate is not expected to spend more than eight academic sessions for a six-year degree program.
- (3) Unless granted special leave by the appropriate University authority, a candidate is not expected to spend more than nine academic sessions for a six-year degree program.

3.28 COURSE LOAD

- (1) Four courses shall be taken every semester;
- (2) Each course shall have 3 credit units; while the final year
- (3) Project Work carries 6 credit units spanning two semesters;
- (4) Students must pass the 5 General Studies courses totaling 10 units;
- (5) The total number of earned credits to graduate shall be:
 - a. 130 credits units for Direct Entry (five-years) students including GST 10 credits,
 - b. 154 credit units for students in the Six-Year programme including 10 GST credits.

3.29 WITHDRAWAL FROM PROGRAM

- (i) A student who accumulates less than 8 credit units at the end of any academic session shall withdraw from the programme.

(ii) A student who at the end of an academic session accumulates more than 8 credit units but less than 24 credit units shall carry over the failed courses into the next academic session.

(iii) A student in the six-year degree programme who (without having been earlier granted special leave) is unable to complete the program in eight academic sessions shall be required to withdraw from the programme.

(iv) A student in the five-year degree programme who (without having been earlier granted special leave) is unable to complete the programme in seven academic sessions shall be required to withdraw from the programme.

3.30 COURSE SCHEDULE FOR DEGREE PROGRAM

100 LEVEL 1ST SEMESTER CREDIT UNITS

BPA 111	Introduction to Public Administration	3
BPA 112	Introduction to Political Science	3
BPA 113	Introduction to Psychology	3
BPA 114	Introduction to Economics	3
GST 111	Use of English	2
GST 112	Philosophy and Logic	2

2ND SEMESTER

BPA 121	Organization and Admin. Theory (part 1)	3
BPA 122	Introduction to Sociology	3
BPA 123	Nigerian Government and Politics	3
BPA 124	Basic Forms and Organization of Government	3
GST 121	Use of English	2
GST 122	Nigerian Peoples and Culture	2
GST 123	History and Philosophy of Science	2
		24 + 10 = 34

200 LEVEL 1ST SEMESTER CREDIT UNITS

BPA 211	Organization and Administrative Theory (Part 11)	3
BPA 212	Social Psychology	3
BPA 213	Nigerian Public Administration	3
BPA 214	Intro. To International Relations & Foreign Policy	3
(For Direct Entry Students)		
GST 111	Use of English	2
GST 112	Philosophy and Logic	2

2ND SEMESTER CREDIT UNITS

BPA 221	Constitutional Development of Nigeria	3
BPA 222	Traditional Politics & Admin. in Nigeria	3

BPA 223	Management Information System	3
BPA 224	Introduction to Basic Statistical Techniques	3
(For Direct Entry Students)		
GST 121	Use of English	2
GST 122	Nigerian Peoples and Culture	2
GST 123	History and Philosophy of Science	2
		24 + 10 = 34

300 LEVEL 1ST SEMESTER CREDIT UNITS

BPA 311	Social Welfare Administration in Nigeria	3
BPA 312	Public Enterprises Mgt. & Privatization Policy	3
BPA 313	Office System Management	3
BPA 314	Computer Application in Pub. Admin.	3

2ND SEMESTER CREDIT UNITS

BPA 321	Admin. of Health Institutions & Organizations	3
BPA 322	Management Accounting	3
BPA 323	Public Financial Management & Budgeting	3
BPA 324	Public Administrative Law & Legal System	3

24 Credits Units

400 LEVEL 1ST SEMESTER CREDIT UNITS

BPA 411	Theory and Practice of Administrations	3
BPA 412	Public Policy Analysis	3
BPA 413	Research Methods	3
BPA 414	Human Resources Management	3

2ND SEMESTER CREDIT UNITS

BPA 421	Industrial Psychology	3
BPA 422	History of Political Thought	3
BPA 423	Further Statistics	3
BPA 424	Industrial Relations & Labour Matters	3

24 Credits Units

500 LEVEL 1ST SEMESTER CREDIT UNITS

BPA 511	Policy Implementation & Evaluation	3
BPA 512	Tax and Revenue Administration	3
BPA 513	Theory and Practice of Planning	3
BPA 514	Nigerian Local Govt. Administration	3

2ND SEMESTER CREDIT UNITS

BPA 521	Development Administration	3
BPA 522	Micro & Macro Economic Analysis	3
BPA 523	Intro. To Bus. Admin. & Entrepreneurship Dev.	3
BPA 524	Comparative Management	3

24 Credits Units

600 LEVEL	1ST SEMESTER	CREDIT UNITS
BPA 611	Comparative Public Administration	3
BPA 612	Federalism Intergovernmental Relations	3
BPA 613	Organizational Behaviour	3
BPA 614	Public Sector Economics	3
	2ND SEMESTER	CREDIT UNITS
BPA 621	Rural & Urban Development & Admin.	3
BPA 622	Auditing	3
BPA 623	Problems of Nigerian Politics & Admin.	3
BPA 624	Project	6
		27 Credits Units

3.31 END OF COURSE EXAMINATIONS

The University of Benin Regulations on examinations shall apply to the Bachelor of Public Administration (BPA) Part-time programmes. There shall be an examination in every course at the end of each semester and candidates shall be credited with the appropriate number of course credits on passing the examination. A student who absents himself/herself from an examination without an acceptable reason is deemed to have failed the examination in that course.

3.32 EXAMINATIONS – MODERATION AND EXAMINERS

All examination question papers at all levels shall be moderated internally. The Head of Department, Department of Political Science and Public Administration is the Chief Examiner. Internal Examiners are drawn from within the Department of Political Science, the Institute of Public Administration and other sources, University of Benin.

At the 600 level, External Examiners shall participate (along with the Head of Department) in the vetting of questions, the marked scripts and the submitted projects. The external examiner shall also participate in the determination of overall results and in the classification of degrees.

3.33 PROJECTS

Course marks shall be as approved by the Senate of the University from the time to time. At present, the following prevails:

Course Mark (CM)	Letter Grade	Grade Point
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70 – 100%	A	5
60 – 69%	B	4
50 – 59%	C	3
45 – 49%	D	2
40 – 44%	E	1
0 – 39%	F	0

3.34 CLASSES OF DEGREE

An Honours degree shall be awarded in the First Class, Second Class (Upper Division), Second Class (Lower Division) and Third Class only; but a successful candidate who has not reached the standard prescribed for an honours degree may be awarded a Pass Degree.

The classification of Degree at the B.P.A will be as follows:

CLASS OF DEGREE	FINAL WEIGHTED GRADE
First Class Honours	4.0-5.0
Second Class Honours (Upper Division)	3.0 – 3.99
Second Class Honours (Lower Division)	2.0 – 2.99
Third Class Honours	1.5 – 1.99
Pass	1.0 – 1.49

3.35 Distribution of weighted Grade Unit Average to the various tends for the determination of class of Degree shall be as follows.

6 Year Programme	5 Year Programme
100 - 10%	200 - 10%
200 - 10%	300 - 15%
300 - 15%	400 - 15%
400 - 15%	500 - 25%
500 - 20%	600 - 30%
600 - 30%	

3.36 FEES

Reasonable tuition fees are charged which are adjustable from time to time without notice by the University authorities. Other costs include expenses on books, registration, students association etc.

3.37 COURSE DESCRIPTIONS

BPA 111 INTRODUCTION TO PUBLIC ADMINISTRATION

This course examines the nature of Public administration, similarities and differences between Public and Private Administration, Functions of Public Administration, Schools or Conceptual approaches to the study of Public Administration: the Goal Model, System Model, Decision-making model, the Classical model, human Relations model, sociological model, classifications or Typology of Organization. Bureaucracy – Nature, Strengths and Weaknesses. Features of ideal type Bureaucracy, Functions, Public Administration in National Development – Growth and Development; Reforms of the Civil Services. Changing Role of Socio-economic and Political transformation. International Public Administration and its relationship with domestic public administration will also be examined. (3 credits)

BPA 112 INTRODUCTION TO POLITICAL SCIENCE

The course introduces students to the nature of politics. Emphasis is placed on the foundation of politics as a system of organizing power in society. This leads to the study of the different types of constitutions and forms of government. It introduces the student to the scope and methods of the discipline of Political science. It further examines basic concepts of political science such as: power, sovereignty, state, constitution and rule of law, delegation and separation of power, and nationhood. (3 credits).

BPA 113 INTRODUCTION TO PSYCHOLOGY

The course is an introduction to the study of personality, its biological and social basis. Different theories of personality will be introduced as well as the issue of the measurement of personality. It reviews such issues as the development of human personality through socialization, social perception, motivation, learning, role playing, norms, attitude formation and change, as well as conflict and collective behaviour. Concept of Remembering and Forgetting, (3 Credits).

BPA 114 INTRODUCTION TO ECONOMICS

This is essentially an introduction course on some elements of Macro and Micro economic topics.

Macro topic: Basic economic problem, National income accounting including elementary models of income, employment, money and banking, employment and unemployment international trade, balance of payments and commodious policies.

Micro: Economic theories of consumer behaviour, supply, demand, and price concept of want, scarcity and scale of preferences and opportunity costs Theory of production and factors of production: Theory of the firm, cost of production pricing and output perfect competition. Monopoly and monopolistic distribution. The theory of distribution. (3 Credits)

BPA 121 PROBLEM ISSUES IN NIGERIAN POLITICS & ADMINISTRATION

Selected topic will be used to illuminate those contentious political problems. They include: elections, population, powers of the various level of governments, women empowerment, youth problems, problem of senior-citizens and pensions. National identify and citizenship; state government – local government, joints account, corruption, indiscipline in the perfect competition. Monopoly and monopolistic distribution. The theory of distribution. (3 Credits)

BPA 122 INTRODUCTION TO SOCIOLOGY

Concept of Sociology and origin. The social interactions of persons and groups, analysis of principles of group life, the processes of socialization, social structure including family, race relations and social class/structure social change, social institutions and social problems in Nigeria. (3 Credits)

BPA 123 NIGERIAN GOVERNMENT AND POLITICS

The Federal arrangement and Division of powers, Exclusive, concurrent and residual, power of Local Government Administrations critical issues in Nigeria politics – Elections and Representation and representativeness; Ethnic relations in politics. Party system and role of pressure groups in government.

BPA 124 BASIC FORMS AND ORGANIZATION OF GOVERNMENT

This course identifies and introduces students to the basic forms of government and the variety of their organizations. Various regimes are identified and compared in terms of their institutional similarities and the basic idea on which the regimes are founded. Students are introduced to the principles of comparative government and to the similarities in political values, institutional arrangement, bureaucratic structure, leadership and administrative style.

BPA 211 ORGANIZATIONAL AND ADMINISTRATIVE THEORY

The course will consider the origins, structure and management of organization, formal and informal and informal organizations will be distinguished while emphasizing the impact of informal norms on formal organizations. It introduces concepts such as motivation, leadership, communication and efficiency,

retrenchment and growth. Introducing the concept of Administration, Its emergence, complexity and forms of concentration of functions and delegation. It further examines the problem of conflict and different strategies of conflict resolution in organizations. (3 Credits).

BPA 212 SOCIAL PSYCHOLOGY

Scope and Methods of contemporary social psychology. Nature and functions of theories in social psychology. The social context of behaviour, learning perceptions. Theories of social interactions, cooperation and competition. Problems of aggression evidence and war. Group formation and change. Communication and effect of mass media. Changing the behaviour of others, conformity, compliance, and obedience, Unintentional Social Influence. Interpersonal attraction. alteration and helping, (3 Credits).

BPA 213 NIGERIAN PUBLIC ADMINISTRATION

Ecology of Nigerian Public Administration; the civil service. Field Administration, public corporation, politics of Financial Administration; international trade and commercial policy, capital movement, role of multinational corporation in national development. (3 Credits)

BPA 214 INTRODUCTION TO INTERNATIONAL RELATIONS AND FOREIGN POLICY

This course examines the nature of the international system and of international relations and foreign policy. Basic theories and approaches to the study of internal, that is basic factors affecting nation-state system; techniques used in pursuing national interest, form of conflict resolution, this cause also examines the internal setting of Nigeria's foreign policy, problems of foreign policy making, changing pattern in Nigeria Foreign Policy. (3 Credits)

BPA 221 CONSTITUTIONAL DEVELOPMENT OF NIGERIA

The student is taken through the development of Nigerian constitutional development in a chronological and sequential order as: Colonization, the Clifford, the Richards, McPherson the Lyttelton Constitutions. The Independence and Republican Constitutions, the 1979, 1989, 1995 (draft) 1989, and 1999 constitutions. The deficiencies of each constitution to be emphasized. The unresolved issues in the current constitution. (3 Credits).

BPA 222 INDIGENOUS TRADITIONAL ADMINISTRATIVE SYSTEMS IN NIGERIA

Early History of Nigeria, Nok Culture in detail. Migration and Formation of Centralized institutions. Hausa States, Kanem-Borno; Yoruba States; Benin Empire etc. Administration in these states. Formation of Acephalous Groups East and West of the Niger Delta, North and South of the Benue; Administration within these groups (3 Credits)

BPA 223 MANAGEMENT INFORMATION SYSTEM

Introduction to, and Fundamentals of Data processing – brief history and conventional data. Processing methods manual, methods and mechanized methods Classification of systems and their relative merits. Closed loop and open loop systems; effects on line-lag, the total system approach and objectives, total systems and sub-system. Data processing and Management information System (MIS). The organization of MIS including the use of mechanical and electric accounting machines, flow charting and the principles of system design and documentation. Managerial uses of the information output as a basis for developing criteria and system. Information needs management and design of MIS. (3 Credits)

BPA 224 INTRODUCTION TO BASIS STATISTICAL TECHNIQUE

Nature of statistics and statistical inquiries; forms and design. The role of statistics, Basis concepts in statistics Discrete and continuous variables, functional Relationship. Sources of Data, Methods of collecting primary data. Presentation of statistical data, measures of central tendency Dispersion, Moments, skewness and Kurtosis; Elementary probability distribution, normal binomial, Poisson and hyper geometric Elementary sample theory, estimation theory distribution, statistical decision theory, test of hypothesis for small and large samples, chi-square distribution and test of goodness of fit, linear regression, correlation theory, index, numbers, time series and analysis of time series. (3 Credits)

BPA 311 SOCIAL AND WELFARE ADMINISTRATION IN NIGERIA

Nature and Development of Social Policy in the context of changing Nigerian Social conditions and of the impact on Family and Group Organisation. Welfare Policies and Social Services. The following specialized areas will be touched upon – Criminology, Policies and Problem in Education, Housing, Health, Provision of Food, Sanitation etc. emphasis should be on the policies and the administrative structure and impact on the society of these establishment. (3 Credits)

BPA 312 PUBLIC ENTERPRISES MANAGEMENT AND

PRIVATIZATION POLICY

Objectives and classification of Public Enterprises in Nigeria. Organization structure and Problems; level of performance measurement and Control; Capital Structure and Funding, Relationship between State and Federal parastatals. Consideration of commissioned reports privatization policy of Government. Objectives and process and private public enterprises. Implications for public administration. This course is also examine general liberation of the economy. (3 Credits)

BPA 313 OFFICE MANAGEMENT SYSTEM

This course is aimed at exposing the students to office procedures and techniques. It covers issues such as; Nature of office management; office organization, physical condition, management techniques; corporate planning, salary administration, personnel attitude to work and work ethics, the management official procedure, job design and control; office machines and equipment; sales invoice, purchasing and stock taking; records and filing system; communications and types of letters; correspondences – inward and outward mails stationary and fraud prevention investigation and report writing types of minute writing. Types of meetings.

BPA 314 COMPUTER APPLICATION IN PUBLIC ADMINISTRATION

This course is designed to introduce students to aspects of population such as population data and sources; growth and components; migration processes and consequences; population structure, distribution pattern and implication on administration theories and concepts of population; determinants and spatial aspects of mortality, fertility etc. problems of censuses in Nigeria.

BPA 321 ADMINISTRATION OF HEALTH INSTITUTIONS AND ORGANIZATIONS

Administration and organizational arrangements for Health Care, Co-ordination, supervision, and delivery problems regional coordination, community accountability. Health manpower needs and resources, professionalism, community action, collective bargaining. New and allied health profession. Case Studies (3 Credits)

BPA 323 MANAGEMENT ACCOUNTING

Accounting for management control purposes objectives and methods of management accounting; Cost accounting systems; general principles of costing; behavioural aspects of costs; element of cost, fixed variable and semi-variable cost; budget and budgetary control, preparation of budgets and cash forecasting;

standard costing preparation and computation of variances; marginal costing, breakeven analysis; sources of finance, discounting techniques and Investment appraisal, (3 Credits).

BPA 323 PUBLIC FINANCIAL MANAGEMENT AND BUDGETING

This course introduces students to the development in Nigeria's Public Finance, the structure and sources of Nigeria's revenue and expenditure at the Federal, State and Local Governments levels. It examines the inter-governmental fiscal relationships. It exposes the students to different control measures in Public Finance with a view to ensure probity and accountability. It focuses also on governmental budgetary processes such as; budgetary processes, budget preparation, authorization, execution and monitoring of budget implementation. Techniques of Public budgeting such as performance, programming and zero based budgeting are examined. Most importantly, the course attempts to show the role of a good budgeting system in the overall administration of any government.

BPA 324 PUBLIC ADMINISTRATIVE LAW/LEGAL SYSTEM

Administrative process, purposes of government; separation of powers; legislation, delegated legislation, reading of grievances/judicial system. Nigeria legal system, public complaints. Use of discretionary powers; introduction to case studies. (3 Credits).

BPA 411 THEORY AND PRACTICE OF ADMINISTRATION

Evolution of administration organization theory from the classical through the neo-classical to the modern, relation of administration to politics and the political process; administration behaviour in various institutions settings; interplay of institutional and administrative patterns of Behaviour; decision-making in bureaucratic organizations.

BPA 412 PUBLIC POLICY ANALYSIS

The nature and complexity of Policy making. Basic concepts like policy, plan, programme, project, policy actors, stockholders, policy arena, policy maker etc, are defined and illustrated. The policy cycle, agenda setting in policy formulation, formal and Informal ways of generating policy; Theories of policy decision making models of policy analysis, and inputs and output of the policy making process (3 Credits).

BPA 413 RESEARCH METHODS

Skills of scientific investigation, information gathering, analysis and interpretation in dealing with Public Administration and Organizational Behaviour problems in Nigeria; the art of problem identification and analysis, data gathering, analysis and report writing; problems and prospects of Social Science/Public Sector Management Research in Nigeria, Research design, experimental and quasi experimental research designs.(3 Credits).

BPA 414 HUMAN RESOURCES MANAGEMENT

Labour as a resource to be developed. Human Resources Management (H.R.M) – scope, objectives. Policies. Personnel functions on over view, managing people at work (style), attitude to world and Nigerian, job Analysis, Recruitment and selection; manpower planning; employment appraisal system; wages/salary administration's fringe benefit/welfare services, job evaluation and motivation of Nigeria workers. Use of case studies is an integral part of this course. (3 Credits).

BPA 421 INDUSTRIAL PSYCHOLOGY

Nature and Scope of Industrial Psychology; Psychology of human Development and Personality; Social; Working in Groups, Group Dynamics and Effectiveness; Work Integration; Social Skills in Supervision and Management; Community and National Behaviour; Psychology and Socio-technical system, (3 Credits).

BPA 422 HISTORY OF POLITICAL THOUGHT

This includes the origin, Political thought, the classical thought; Plato, Aristotle; medieval thought; St. Augustine, St. Aquinas, Machiavelli, Liberal thought; Hobbies, Locke, Roussau (social contract theory Betham the Utilitarian thought the Federalists – Hamilton, Alexandra and the socialist alternative.

BPA 423 ADVANCE STATISTICS

Frequency distributions, measures of location and dispersion in simple and grouped data. Laws of probability. The binominal Poisson and Normal distribution. Estimation and tests of hypothesis. Analysis of variance and covariance. Simple regression and correlation, contingency tables and X^2 application (3 Credits)

BPA 424 INDUSTRIAL RELATIONS & LABOUR MATTERS

This course introduces students to issues in Labour matters and relationship between employers and employees. It covers such issues as Development of Trade Unions, Industrial Relations in Nigeria, concept of collective bargaining;

resolution of industrial disputes, the IAP, and industrial court in Labour dispute resolution. Communications between Labour and Management grievance handling mechanism, discipline in the work place and role of leadership in maintaining industrial harmony.

BPA 511 POLICY IMPLEMENTATION AND EVALUATION

This course should practically examine various policy issues, their implementation and evaluation, successes and failures of selected policy implementation, emphasis; to be case studies of selected policies in Nigeria in the area of education, Administration, Health, general economy, social services development like NEPA, sanitation and welfare policy, defiance and foreign policy, agriculture rural development policy. Role of citizens (end-use) in policy implementation and sustainability.

BPA 512 TAX AND REVENUE ADMINISTRATION

Nigerian system of Income Tax Administration; Structure and procedures, returns, assessments, appeal, postponement, collection, with reference to all necessary legislation. Distribution between the taxation of income and the taxation of capital. Personal Income Tax: the law and practice of Income tax relating to individuals, exemptions, settlements, trusts, and estates. Partnership assessments, treatments of losses, computation of assessable income, commencement and cessation of trade or business. Company Tax – the principles and scope of Company Tax. The small company provisions including definition, computation and exemptions (3 Credits).

BPA 513 THE THEORY AND PRACTICE OF PLANNING AND MANAGEMENT

This course will focus on the various processes involved in the planning and management of public services from policy formulation, through programming and implementation to on going management at both the national and district level.

Theories of and approaches to public sector management and planning will be considered with reference to their underlying assumptions. Strengths and Weaknesses and their relevance to developing countries. Topics include objectives and propriety setting, economic appraisal, decision making and the use of quantitative techniques and organizational design. (3 Credits).

BPA 514 NIGERIA LOCAL GOVERNMENT ADMINISTRATION AND FINANCE

This course is expected to teach the origins, reforms, functional development of local government administration from colonial time to date. The 1976 reforms

and local government as a third tier of government. Sources of finance for local government is also examined. Local government as instrument of rural development. Administrative structure of Local Government. Evaluation of local government performance in the contemporary political setting.

BPA 521 DEVELOPMENT ADMINISTRATION

Origin scope and meaning of development administration (D.A), differences between Nigerian Public Administration and Development Administration conceptualization of D. A., Development and growth in Nigeria. Nigeria as a developing state-characteristics of; Nigeria's efforts at developments – Development Planning from independence to date, some models of development – capitalist model, social model, china and India model. Public enterprises, privatization/commercialization of public enterprises as strategies of development. Regulation Administration as elements of development, strategy e.g. central bank NDIC, NAFDAC, SON, etc. Developing Administrative capability for Development – Reforms of the Civil Service. (3 Credits)

BPA 522 MICRO AND MACRO ECONOMIC ANALYSIS

The course introduces students to analytical tools and models of micro and macro economics, the theory of the consumer behaviour, demand theory of production and cost theories of the firm. Imperfect and underperfect monopolistic and oligopolistic competition theory of employment and distribution in perfect and imperfect firm and general equilibrium analysis. Introduction of the basic model of national income economic determination, theories of consumption and investment, the Keynesian classical and neo-classical theories of money, inflation, output and employment general equilibrium of the product money and labour market level of employment and economic growth application of economic principles to developed and developing countries with special reference to Nigeria.

BPA 523 INTRODUCTION TO BUSINESS ADMINISTRATION AND ENTREPRENEURSHIP DEVELOPMENT

The scope of business; the character from social, legal and economic perspective forms of ownership, organization and management, marketing, production, finance and accounting functions of business concerns government and business. The social responsibility of business problems of Nigerian business enterprises, entrepreneurial theories. Interpersonal or personal characters and behavioural traits of Entrepreneurs. Financial aspects of Entrepreneurship External dispatch entrepreneurs. (3 Credits)

BPA 524 COMPARATIVE MANAGEMENT

The comparative approach to management and Administration. The skill of Management and administration. The Skill of Management in public sectors. The civil servants and managers, as interchangeable expertise constraints of organizational setting on the management of group activities. The use of management consultants and management contracts in streamlining operations of Nigeria corporations such as the railways, Nigerian Ports Authority, Theories of Comparative management, constraints imposed on managerial discretion in public co-operation. A human resource management model that meets the needs of private and public sectors. Selected problems in comparative management and administration, motivation personnel controlling and rewarding performance training and developing staff, introducing change, and modifying employee behaviour. The change agent role of Nigeria professional in undertaking comparative management and administration research. (3 Credits)

BPA 611 COMPARATIVE PUBLIC ADMINISTRATION

Definition of comparative administration concepts and the evolution of comparative public administration. Cross national studies of the systems and processes in selected countries developed and developing administrations such U.S. India, Russia, France, Nigeria, South Africa, Britain, China etc. Structure and functions of Bureaucracies in these countries. Public corporative on free market societies versus command societies in these and other relevant nations. (3 Credits)

BPA 612 FEDERALISM AND INTER-GOVERNMENTAL RELATIONS

This course examines the concept of Federalism and intergovernmental relations, assessing the impact and the dynamics of the relations among national, state and local units of governments; issues in the management of intergovernmental relation; constitutional, legal, political, economic, financial, personnel and institutional mechanism for the management of federalism and I.G.R. are examined with special reference to the experiences of certain federal countries such as U.S.A India, Brazil, Canada and Australia. These should be compared with Nigeria. (3 Credits)

BPA 613 ORGANIZATIONAL BEHAVIOUR

This course is designed to examine the broad concept and intricacies of human behaviour at work, Specifically, it will expose students to such topics as;

Leadership concepts and theories, group dynamics behaviour, man-machine interface, stages of development of organization, scanning of the environment (SWOT analysis) elements of organizational behaviour, organizational change and innovation, quality service, reward system and work satisfaction, conflict prevention and resolution and superior subordinate relations.

BPA 614 PUBLIC SECTOR ECONOMICS

The course dwells on the problems of public sector economics of the Nigerian economy and the bureaucratic framework within the context of fund utilization the social costs of capital.

BPA 621 RURAL DEVELOPMENT AND URBAN ADMINISTRATION

A study of the politics of development and administration is undertaken with particular emphasis on Nigeria local communities. Different theoretical approaches to the developmental processes at the local level are examined, factors influencing the locations, or amenities and social services are also assessed. Integrated approach to development in rural areas as it relates to agriculture and other economic and social activities and the roles of the national states, local governments and rural communities source of finance for rural development.

(3 Credits)

BPA 622 AUDITING

The nature and purpose of an audit. The role of internal audit, external audit, reporting responsibilities, appointment, dismissal, resignation. The concepts of “true and fair” “independence of auditor”. Relationship of auditors or directors, shareholders and other financial statement’ Uses.

Audit Planning-Initial review of accounting system, evaluation of internal control system and procedures – vouching of accounts, verifications of assets, sampling techniques, flow charting, stock taking procedures, letter representation. The Audit Report-statutory requirements, from audit report (Company Act 1968). Types of audit Report; Professional requirement, Duties and Power under stature and case law, independence and ethical consideration.

Advance auditing procedure – internal control procedures, organization structure, separation of duties and responsibilities, authorizations procedure, physical controls and suitability of personnel revenue purchases – inventory and cash cycles cut-off procedures audit policy post audit client review audit of government and non-profit organization (3 Credits)

BPA 623 PROBLEMS OF NIGERIAN POLITICS AND ADMINISTRATION

The course focuses on the major issues affecting the Nigerian Political scene and administration. Such issues to be examined include, ethnicity, the national question, federalism, the management of federalism and intergovernmental relations, the problems of transition from military to civil rule, political culture, ideology, issue of national integration and development and other topical and burning issues. (3 Credits)

BPA 624 PROJECT

Topics should be selected within the wide spectrum of public administration particularly as it affects Nigeria. (6 Credits)

3.38 PROFESSIONAL MASTERS OF PUBLIC ADMINISTRATION DEGREE (M.P.A)

3.39 OBJECTIVES

By the directive of the University Senate, this Part-Time degree programme is run by the Department of Political Science and Public Administration in collaboration with the Institute of Public Administration and Extension Services (IPAES). Lectures take place on Friday evenings from 4p.m. 9p.m and on Saturdays from 8a.m to 7p.m. It is run on a system of two semesters per academic year, in line with the normal academic semester of the University.

3.40 PUBLIC DEMAND FOR THE M.P.A

Of the four hundred applications received in 1992 for the M.Sc. degree programmes of the Department, about 70% were of Public Administration, a critical examination of these applications reveal that 60% of them are from middle level career public servants with varying background who would have preferred the M.P.A program. The Edo State Government did show interest in the M.P.A when it was first conceived many years ago as did the Registrar of the University of Benin. We are reliably informed that the Federal Government and many other state governments would be equally interested. At the moment, we know of the M.P.A programs at the Ahmadu Bello University, Zaria, Obafemi Awolowo University, Ife, University of Lagos and the University of Jos.

3.41 DIFFERENCE BETWEEN THE MPA AND THE EXISTING M.SC. PROGRAMME

Major and basic differences of orientation and objective exist. Whilst the current M.Sc., (Public Administration) is academic and research oriented, the M.P.A is practically and professionally oriented.

3.42 STAFF POSITION

The teaching staff for the program are drawn mainly from the Department of Political Science and Public Administration and the Institute of Public Administration and Extension Services. Specifically, additional required staff are also drawn from other related Departments in the Faculty or Social Science.

3.43 ADMISSION REQUIREMENTS, DURATION AND FEES

3.44 ADMISSION POLICY

The M.P.A is guided by the School of Post-graduate Studies General Regulations. This requires that candidates shall normally have a good first degree. Under Section 5 of the admission regulations to the Masters degree “a faculty may require a candidate as a condition for admission to pass a qualifying examination. A qualifying entrance examination will be held annually for applicants to the program. The following would be deemed qualified for the examination and subsequently for admission if their performance is satisfactory:

- (a) A candidate with a University degree and with 2 years post qualification experience.
- (b) A candidate with a relevant HND qualification and with four years post qualification experience:

3.45 STRUCTURE AND CONTENT OF COURSE

The programme lasts four 4 semesters, and each course carries three credits.

3.46 COURSE TITLES

S/NO.	COURSE CODE	FIRST SEMESTER	CREDIT UNIT
1.	M.P.A 801	Theories of Public Administration	3 Credits Core
2.	M.P.A 802	Quantitative Analysis and Research Methodology	3 Credits Core
3.	M.P.A 803	Economic Analysis	3 Credits Core
4.	M.P.A 804	Organizational Theory and Behaviour	3 Credits elective
5.	M.P.A 805	Management Techniques	3 Credits elective
		SECOND SEMESTER	
6.	M.P.A 811	Government Accounting	3 Credits Core

7.	M.P.A 812	Public Policy Analysis and Decision-Making	3 Credits Core
8.	M.P.A 813	The Nigerian Economy	3 Credits Core
9.	M.P.A 814	Nigerian Society, Political Parties and Interest Groups	3 Credits elective
10.	M.P.A 815	Comparative Federal System	3 Credits elective
		THIRD SEMESTER	
11.	M.P.A 821	Intergovernmental Relations	3 Credits Core
12.	M.P.A 822	Nigerian Government and Politics	3 Credits Core
13.	M.P.A 823	Administrative Law	3 Credits Core
14.	M.P.A 824	Development Administration	3 Credits elective
15.	M.P.A 825	Public Enterprises and Public Corporations	3 Credits elective
		FOURTH SEMESTER	
16.	M.P.A 831	Public Finance and Budgeting	3 Credits Core
17.	M.P.A 832	Personnel Administration	3 Credits Core
18.	M.P.A 833	Local Government Administration	3 Credits Core
19.	M.P.A 834	Industrial and Labour Relations	3 Credits elective
20.	M.P.A 835	Intergovernmental Law and Organizations	3 Credits elective
21.	M.P.A 836	Project Work	6 Credits Compulsory

3.47 REQUIREMENT FOR GRADUATION

- (i) The normal requirement for pass in Postgraduate Studies, i.e. 50% is maintained for the M.P.A. programme.
- (ii) A candidate who accumulates a minimum semester may proceed to the second year carrying over courses not passed.
- (iii) A candidate who fails to accumulate at least twelve credits at the end of the second semester will be required to withdraw from the program
- (iv) A candidate who has acquired (48) course work credits and who has satisfied the Department in his Project thereby accumulating (54) credits shall qualify for the M.P.A. degree.

3.48 MODE OF OPERATION

The M.P.A is run Part-Time (rather than Full-Time or summer courses) covering four semesters. There is a strong rationale for this. Most of the anticipated students population are likely to be serving public servants in Edo and neighbouring states. A part-time program would remove the usual problems of difficulties in obtaining in-service training, as and when they want to, as well as prevent the disruption or loss in their services to the governments during their training tenure.

3.49 COURSE SYNOPSES

M.P.A 801 THEORIES OF PUBLIC ADMINISTRATION (3 UNITS)

The course focuses on the review of organization and management theories as well as principles and philosophy of administration, much emphasis is placed on the classical (physiology and organization of work, and organization structure) Human relation and structuralist theories.

M.P.A 802 QUANTITATIVE ANALYSIS AND RESEARCH METHODOLOGY (3 UNITS)

Emphasis is placed on the conceptual and analytical tools necessary for conducting and understanding research in public administration. It will also include an introduction to statistical analysis and computer use.

M.P.A 803 MICRO AND MACRO ECONOMIC ANALYSIS (3 UNITS)

The course deals with business decision-making within the firm, with the behaviour of individual markets as they direct to supply and demand forces and the consequences of alternative market structure and business policies. The emphasis on this course is on the macro or aggregative aspect of the economy. Topics include supply and demand analysis; value and distribution; and partial and general welfare equilibrium. National income Account, the Determination of the level of Aggregate Output, employment and prices; the monetary system; monetary and fiscal policies; economic growth; and international monetary economics.

M.P.A 804 ORGANIZATION THEORY AND BEHAVIOUR (3 UNITS)

The course examines organization theory in the light of classical organization theory. Human relation school; neo-classical organization theory and system theory otherwise known as modern organization theory. The course also examines the contribution of leading scholars or organization theory vis-à-vis organization development (include the organization behavioural aspects).

Furthermore, the course addresses employee work attitude and behaviours in organization, individual, group and organization characteristic which affects employee behaviours such as participation and performance and the effect of reward system and leadership on work attitudes and motivation.

M.P.A 805 MANAGEMENT TECHNIQUES (3 UNITS)

The course examines the basic function of management, communication role of effective communication. Barriers to communication organization and method. Management by objectives. Flow charting, Net-work planning and Analysis and the Queue Techniques. (Simple statistical analysis and interpretation). It also addresses the application of quantitative methods in management.

M.P.A 806 GOVERNMENT ACCOUNTING (3 UNITS)

The course explains the cash and commitment accounting in government and compares with accrual accounting. The basis and principle of fund accounting is carefully looked into. Incomes and Expenditures and Sources of funds at the various levels of Government follow. Topics such as Taxation, the public Debt, Management of money, the role of Central Bank, Ministry of Finance, the Consolidated Fund, Government Final Account, Markets Forces, prices, recession and Surplus, Grants and subsidies are considered.

M.P.A 811 COMPARATIVE PUBLIC ADMINISTRATION (3 UNITS)

The course acquaints the M.P.A students with concepts, theories and models of Comparative Administration. The course focuses on the administrative systems of Britain, France, Russia, U.S.A and African, Asian and other third world countries in terms of their socio-economic and political context, history similarities and dissimilarities issues such as the civil service, public enterprise, administrative reforms and the role of the bureaucracy in development (and nation-building) are emphasized.

**M.P.A 812 PUBLIC POLICY ANALYSIS AND DECISION MAKING
(3 UNITS)**

Various models of policy/decision-making in administration as well as planning and budgeting in the rich and poor countries are examined. The course further examines how public policies are identified, formulated, implemented and evaluated. Issues and problems that relate to public policy are addressed cases are used to illustrate policy processes, issues and problems.

M.P.A 813 THE NIGERIA ECONOMY (3 UNITS)

The course which is compulsory for all M.P.A students covers the following topics. The National Development Plans and their implication for growth and economic development ideology conflicts in economic Planning – Capitalism, Socialism, Mixed economic international trade and bilateralism; Economic Co-operation in West Africa; Major Economic infrastructures; The Nigeria capital and money Market; economics of Housing and urban Development; The indigenization Decree; The problem of Growth and investment Opportunities in Nigeria; Study of selected industries and public corporation; The Politics of oil and OPEC; The Agricultural Development programmes; Nigerian Co-operation; Function and Accomplishment; Land Tenure and its Impact on Agricultural Development, Manpower Development, Shortages and Implication; The supply/Demand situation in Nigeria.

M.P.A. 814 NIGERIAN SOCIETY AND ADMINISTRATION (3 UNITS)

The course looks at the social characteristics of contemporary Nigeria societies, the changing patterns of social cultural grumpiness, the traditional and social administrative system and the society administration nexus in Nigeria. The role of civil society, traditional society and NGDs, political society in Nigeria Public Administration of Nigeria are further examined.

M.P.A 815 COMPARATIVE FEDERAL SYSTEMS (3 UNITS)

The course examines federal government at a global level. The various approaches to the study of federalism are considered as well as method of creation of federations. Federal constitutions and their peculiarities are then examined and some special problems of federations looked into.

M.P.A 821 DEVELOPMENT ADMINISTRATION (3 UNITS)

The whole world is under scrutiny and members of the seminar are to take the broad – view. To examine particular efforts to bring about development of political system capability, each student chooses from the political areas, given one area – a study of element of population and resources will be made. The areas are: Latin, American, Africa; south-West Asia, etc. Finally, term paper(s), which could be presented at national conference is/are, developed from a nation – state chosen from the student’s area dealing with administration systems of the chosen land(s), suggested topics include, but not limited to security; social welfare, development of resources, operation of public enterprises; law and order, relationship with the population transportation, etc.

M.P.A 822 NIGERIA GOVERNMENT AND POLITICS (3 UNITS)

In order to understand and appreciate issues and problems in Nigeria Government and politics an early part of the course involves extensive readings to acquaint the students with various indigenous political systems in Nigeria before the establishment of British colonial administration; the variety of power configuration among the pre-colonial political systems in terms of the distribution of power and authority, the institution of checks on the abuse of power and the social and economic conditions which determined the differences among various political systems, the transformation of the pre-colonial systems by British imperial power the establishment of indirect rule and the social and economic forces which created the modern nation-state of Nigeria; and amalgamation of Nigeria by Lord Lugard and the workings of colonial evolution and emergence of political parties. Thereafter, the course examines issues and problems of Nigeria politics; foundation of the Nigeria state and its politics; pre-colonial social formulations; imperialism and colonialism; class and ethnicity; the national question and federalism; capitalist and democracy; Tradition and Local Government labour and Politics, Military as a Political forces; ideology and national economic development, etc.

M.P.A 823 ADMINISTRATIVE LAW (3 UNITS)

The course examines the power, rule-making procedures and limitation of administrative bodies as interpreted by the courts. The course examines the rights and responsibilities of administrative agencies. The concept of natural justices is explored in this as a basis for evaluating the action of administrations. Similarly, the concept of delegation of authority is examined.

M.P.A 824 INTERGOVERNMENTAL RELATIONS (3 UNITS)

The seminar is designed to acquaint the M.P.A students with various conceptual models of federalism which help to explain the nature and working of the Federal System of government. The course examines the forces of changes in the society and the factors which preserve the federal system, In order to understand the dynamics of federations, the types of conflict and co-operation challenges of urbanization upon the federal system (especially the problems of public finance, civil rights and race relations and urban government); the development and proposals for strengthening public management in the intergovernmental system; and the processes of federal policy implementation.

M.P.A 831 PUBLIC FINANCE AND BUDGETING (3 UNITS)

The course examines the theory, process and politics of government budgeting in terms of its historical development, goal setting and means of action. Planning-Budgeting (PBB), Zero-Based Budgeting (ZBB), Management by objectives

(MBO), which are usually the tools for government budgeting, are examined. Similarly, the course covers the Legislative, Comparative and Management dimensions of government budgeting.

M.PA 832 PERSONNEL ADMINISTRATION (3 UNITS)

This course introduces the students to the processes involved in the Management of Human Resource in the Nigerian context through lectures, case analyses, experiments and field surveys.

M.P.A 833 LOCAL GOVERNMENT ADMINISTRATION (3 UNITS)

This course basically examines the theories of local government, the typologies of local government and its practices in unitary and federal establishment. Emphasis is then devoted to Nigeria local government and comparison with the colonial heritages of other West African countries and the imperial examples.

**M.P.A 834 PUBLIC ENTERPRISES AND PUBLIC CORPORATIONS
(3 UNITS)**

The course combines a review of labour market structures theory and research in wage determination, wage differentials in the private and public sectors, the impact of governments income and regulatory policy on the labour market, with a study of the industrial Relations in Nigeria, Legal framework of industrial relations, central problems in the negotiation and administration of collective agreements and a comparative analysis of industrial Relation system in countries at various stages of development.

M.P.A 836 INTERNATIONAL LAW AND ORGANIZATIONS (3 UNITS)

This is an introductory course in the field of international Law. It emphasizes the role in Law in the contemporary world order against the background of the history of the subject matter. Topics include; Controversies over sovereignty and territorially in International Law, Self determination human right, treaties, law of the sea and hijacking. Attention is also given to the following; UNO, O.A.U, the Commonwealth of Nations, EEC and COMECON.

M.P.A 850 PROJECT (6 UNITS)

Each student is required to submit a research project based on an empirical study of a real life administrative problem or situation as agreed to by the Department.

The report should be of reasonable length on full size paper typed double-spaced.

CHAPTER FOUR

4.1 PROGRAMMES OF THE HEALTH MANAGEMENT DIVISION

PROGRAMMES OFFERED INCLUDE:

1. Diploma in Nursing Administration and Management (DNAM)
2. Diploma in Health Administration and Management (DHAM)
3. Diploma in Health Statistics and Primary Health Care (DHSPHC)
4. Masters in Health Planning and Management (MHPM)
5. Certificate in Health Planning & Management (CHPM)

4.2 DIPLOMA IN NURSING ADMINISTRATION AND MANAGEMENT (DNAM) PROGRAMME

4.3 PROGRAMME OBJECTIVE

The programme is designed to achieve the following:

- (i) give the participants requisite knowledge of administration and management;
- (ii) provide the participant opportunities for the development of managerial and administrative skills and techniques relevant to the professional development;
- (iii) provide a forum for discussing the contributions the nursing personnel should make to their profession, to health administration and to national development;
- (iv) encourage the participants to internalize the ethics of the public service in general and those of the health services in particular.

4.4 ADMISSION POLICY

Candidate wishing to undergo the DNAM programme must possess the following qualifications:

- (i) SRM or RN or NRN Plus

- (ii) SCM or NRN or RMN Plus
- (iii) Five years post qualification hospital experience.

4.5 COURSE REQUIREMENT

The course work examinations take place at the end of each semester. There is a professional attachment which lasts for four weeks. During this period students are assigned to health institutions where they get involved in participatory observation. The learning situation provides opportunity for each students to under study health/nursing administration and management in a setting quite different from his/her place or work. Students are expected to conduct an original research on health related project and submit a written report. For the purpose of this aspect of the courses, each student is assigned a supervisor from among the academic staff.

4.6 COURSES OFFERED

S/NO.	COURSE NO	COURSE TITLE	CREDITS
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		FIRST SEMESTER	
1.	DNA 040	Health Economics	3
2.	DNA 041	Management of Organizations	3
3.	DNA 042	Behavioural Science	3
4.	DNA 044	Research Methods	3
5.	DNA 046	Nursing Science	3
6.	DNA 047	Health Ethics	3
7.	DNA 049	Organization of Health Services	3
8.	DNA 050	Personnel Management	3
		SECOND SEMESTER	
9.	DNA 043	Environment of Health Services	3
10.	DNA 045	Philosophy and sociology of Health	3
11.	DNA 048	Nursing Management	3
12.	DNA 051	Health Law	3
13.	DNA 052	Management of Health Services	3
14	DNA 053	Project	6

4.7 DIPLOMA IN HEALTH ADMINISTRATION AND MANAGEMENT (DHAM) PROGRAMME

4.8 PROGRAMME OBJECTIVES

The course is designed to give the participants requisite knowledge of the principles and techniques of health administration and management. It will also enable them to develop their skills and attitudes for effective and efficient performance of their duties in managerial positions in the health industry.

4.9 ADMISSION POLICY

For a candidate to qualify for admission into the DHAM programmes, he/she must possess any of the following qualifications:

- (i) A professional qualification in Hospital/Health Administration, or one of the professions relating to medicine including the Diploma in Public Health.
- (ii) A University degree in Medicine, Nursing, Hospital Administration or any of the medical sciences.
- (iii) Diploma in Public Health

- (iv) Candidates without any of the above qualifications, but who have attained the position of the Higher Executive Officer in health related establishments are eligible to apply.

4.10 COURSE REQUIREMENTS

In addition to course work, there will be a period of professional attachment to selected health institutions. Students are to write a research project on topics related to the course of study. The period of attachment will be four week or any length of time considered by the institute as being adequate for the purpose.

4.11 COURSE OFFERED

S/NO.	COURSE NO	COURSE TITLE	CREDITS
FIRST SEMESTER			
1.	DHA 060	Behavioural Science	3
2.	DHA 061	Personnel Management	3
3.	DHA 063	Organization of Health Services	3
4.	DHA 065	Health Economics	3
5.	DHA 068	Management Accounting and Finance	3
6.	DHA 070	Research Methods	3
7.	DHA 071	Health Ethics	3
8.	DHA 074	Management of Organization	3
SECOND SEMESTER			
9.	DHA 066	Sociology Applied to Health	3
10.	DHA 067	Purchasing and Supplies	3
11.	DHA 069	Health Law	3
12.	DHA 072	Environment of Health Services	3
13.	DHA 073	Management of Health Services	3
14.	DHA 075	Project	6

4.12 DIPLOMA IN STATISTICS & PRIMARY HEALTH CARE (DHSPHC) PROGRAMME

4.13 PROGRAMME OBJECTIVES

Participants in the programme are expected to:

- (i) acquire in-depth knowledge and skills in statistical methods;
- (ii) be aware of the health problems in Nigeria,

- (iii) increase their ability to apply statistical methods to the identification and solution of health problems in Nigeria;
- (iv) be able to keep and maintain statistical records;
- (v) provide leadership in statistical record units.

4.14 DIPLOMA IN PRIMARY HEALTH CARE AND STATISTICS (DPHCS)

Admission Requirements for the one-Year Diploma in Primary Health Care and Statistics (DPHCS) Programme.

Candidates seeking admission into this programme should possess at least four Ordinary level credits passes in WASC, WAEC, SSCE/GCE, NECO, SSCE or at least four (4) merit passes in Teachers Grade II Certificate Examinations (T C. II) or any of their recognized equivalent by the senate of the University at not more than two sittings.

The subjects should include English Language and Mathematics. **And:**

- (i) Professional Certificates in Nursing/Hospital/Health Administration or Public Health. Or
- (ii) University Degree in Medicine, Nursing, Hospital Administration or any of the Medical Sciences. Or
- (i) Any other University degree or professional or other equivalent qualifications in addition to a minimum of one-year experience in Health Services administrative work.

4.15 COURSE REQUIREMENTS

Students are expected to take and pass all the prescribed courses. In addition, they will undergo a one month professional management attachment in selected health institutions. They will also be required to submit a supervised research project.

4.16 COURSE OFFERED

S/NO.	COURSE NO	COURSE TITLE	CREDITS
FIRST SEMESTER			
1.	DHS 080	Health Economics	3
2.	DHS 081	Behavioural Science	3
3.	DHS 082	Applied Health Statistics	3
4.	DHS 084	Basic Statistics	3
5.	DHS 085	Research Methods	3
6.	DHS 087	Management Accounting and Finance	3
7.	DHS 088	Health Ethics	3
8.	DHS 091	Personnel Management	3
SECOND SEMESTER			
9.	DHS 083	Environment of Health Services	3
10.	DHS 086	Health Law	3
11.	DHS 089	Demography	3
12.	DHS 090	Epidemiology	3
13.	DHS 092	Sociology Applied to Health	3
14.	DHS 093	Advanced Statistics	3
15.	DHS 099	Project	6

4.17 COURSE DESCRIPTION FOR DNAM, DHAM AND DHSPHC

PERSONNEL MANAGEMENT

Principles of personnel management. The functions of personnel management including organization, staff development, promotion of staff, staff discipline, remuneration of staff, staff welfare, staff health services, sick-pay and pension scheme. Personnel research, statistics, audit, industrial relations and public relations. Personnel records and statistics, communications. Manpower planning. Labour laws including Trade Union legislation.

RESEARCH METHOD

The course attempts to orient students to research and to equip the participants with appropriate skills required for writing their research projects. Aspects covered during the course include types of research investigation, purpose of research, the research process – selection of problems, objectives, literature review, variable assumptions, hypothesis, research design, selection of Research Method.

NURSING SCIENCE

The course content elaborates on scientific principles in Nursing, the nursing process and its application to Nursing practice and management. The course also gives details on Therapeutic and Non-Therapeutic procedures in patient care. Nursing science gives an in-depth study of all the physiological needs of the ill patient and management in various stages of ill health taking each anatomical system of the body, and the scientific principles and objectives behind each nursing action.

MANAGEMENT OF ORGANIZATIONS

Principle and functions of management, evolution of management theory, the profession of management. Types of organizational functions, setting organizational objectives and goals, effective organization – authority, power and delegation, formal and informal organization structure and design, management techniques, line and staff function and authority. Organizational development and change.

ORGANIZATION OF HEALTH SERVICES

Definition and concept of ‘Organization’ in Management. An over view of the organization of health services in different parts of the world. The philosophy of the health services. National health policies. The evolution of Nigerian health services at Federal, State and Local Government as well as voluntary and private levels. The emergence and focus of PHC. Organizational structures. Types of services promotive, curative and rehabilitative as levels of a system rather than entities. The integrated service: The workable organization and the effective organizer. Organization for running health professional bodies.

HEALTH ETHICS

Nature and significance of ethics. Ethics as a branch of philosophy. Classical ethical theories of Plato, Aristotle, Epicures, the Stock, Spinose and others. Implications of these theories on the good life Modern ethics and the philosophical analysis of behaviours. Professional ethics, ethical codes etc. Contemporary ethical problems in health care delivery.

MANAGEMENT OF HEALTH SERVICES

Definition of Management. Functions and principles of management. A review of the administrative process. The manager and his work-authority, relationship, leadership, power and accountability. Managerial skills-communication, decision making etc. planning health services. Implementing health activities.

Evaluation of health activities. Management of some health establishments in Nigeria – Case Studies.

DEMOGRAPHY

Population change. Raw materials of demographic research. Sources of demographic statistics. Analysis of population dynamics. Concepts of sex age, specific measures. Sources of data-censuses, registration etc. Problems of population statistics. Mortality, Mobility, Migration, Fertility and population control. The economically active population. Population projection. Law-relationship between socio-economic variables and demographic parameters. Relationship between population and health.

MANAGEMENT ACCOUNTS AND FINANCE

Nature, compilation, uses and limitations of accounting and financial statements, Accounting data for planning and control. Accounting systems and procedures, accounting documentation and interpretation of financial accounting statements. Elements of costing and costing systems, budgeting and budgetary control procedures. Public sector budgets and fiscal policies. Internal controls in the public sector.

BASIC STATISTICS

Presentation of proportion, frequency polygons and description of central tendencies. Other topics are: variability, probability, co-relational analysis, regression analysis, time series and index construction.

PURCHASING AND SUPPLIES

The course will enable students know the procedures and techniques of procurement, storage and issue of materials and equipment needed for organization performance. Areas covered include the economics of purchasing, the procedures and documentation of requisitioning, ordering, receiving, inspection, storage and issue, perpetual inventory, minimum, maximum and recorder levels and economic order quantities laws relating to contracts and sale of goods. Agencies connected with purchasing and supply.

EPIDEMIOLOGY

The course is designed to equip students with the knowledge of distribution and determinations of diseases in men. Topics include; the concept and principles of epidemiology, historical personality, causal mechanic, occurrence of diseases and measurements (Rates). Public health law relating to births, deaths, and notification of communicable diseases etc.

PROJECT

Every student is expected to write a project of acceptable standard on a topic chosen from the field of health/nursing administration and management. Each student, for the purpose of this aspect of the course, is assigned a supervisor from the academic staff of the institute and/or any other academic staff of the University as the Director of the Institute considers fit.

4.20 MASTER'S DEGREE PROGRAMME IN HEALTH PLANNING AND MANAGEMENT

4.21 DEGREE OFFERED

The degree offered under this programme is designated Master of Health Planning and Management (MHPM).

4.22 RATIONALE

The identification of the professional gap of health planners and managers in the health sector by the introduction of the New Civil Service Reforms has become very obvious. As a result, it is very important and necessary to provide relevant professional training in order to develop health planning experts with high academic and professional skills beyond the existing certificate programme to provide efficient and effective health services in both public and private organizations.

4.23 OBJECTIVES OF THE PROGRAMME

The programme is designed to provide professional planners and managers in the Civil Service, Health Services Organization, States, Local Governments and the private sector the following:

- (a) The opportunity to receive scholarly and professional education in Health Planning and Management.
- (b) Better understanding of the structures and functioning of public organizations within the Nigerian social, Cultural and governmental system.
- (c) Broaden the intellectual scope of the Health planners administration and those in Health planners, administrators and those in health related fields and inculcate in them an awareness of the need to develop dynamic, effective and efficient health care delivery system capable of adapting to the ever-changing needs of the health industry and the social, political and economic environment.

- (d) To develop skills in logical reasoning and critical analysis and improve their skills and ability to formulate sound policies and strategies.
- (e) To develop skills to manage and evaluate programmes that are consistent with the objectives of the National Health policy within the context of a dynamic environment.
- (f) To sensitize senior level health planners and managers on awareness and understanding of relevant modern planning and management approaches.

4.24 ADMISSION REQUIREMENTS

To be admitted into the degree of Master of Health Planning and Management, a candidate shall:

- (a) Hold an honours first degree in Health Planning and Management, or related field, **OR**
- (b) Have an honours degree in a discipline other than Health Planning and Management, plus at least 3 years experience in Health Planning, Research and Statistics or other relevant Departments after graduation, **OR**
- (c) Hold an honours first degree in other disciplines, but must in addition, possess postgraduate certificate or Diploma in Health Planning and Management or related fields from recognized Institutions; **OR**
- (d) A pass degree in Health Planning and Management or related discipline, plus 3 years experience.
- (e) Any other qualification approved by senate of the University.

4.25 DURATION

The duration of the programme shall be a minimum of twelve months and maximum of forty eight calendar months.

4.26 DEGREE REQUIREMENT

- (a) In order to qualify for the award of the MHPM degree, a candidate must accumulate a minimum of 39 credits
- (b) Each course as well as the project, shall be examined at the end of the semester during which it is offered. Pass mark is a minimum of 50% for each course or project
- (c) The candidate for the degree shall take part satisfactorily, in a supervised 3 months professional Internship.

4.27 WITHDRAWAL OF STUDENTS

Any candidate, who fails to accumulate a minimum of 8 credits for the Master's programmes at the end of the first session, shall be advised to withdraw from the programme.

4.28 SCHEDULE OF COURSES

FIST SEMESTER

(a) Compulsory courses viz

POL 810	-	Nigerian Social and Administrative Environment	-	3 Credits
POL 811	-	Statistical Methods	-	3 Credits
POL 812	-	Research Methods and Health Systems Research	-	3 Credits
POL 813	-	Theory and Practice of Health Planning and Management	-	3 Credits
POL 814	-	Economics of Health	-	3 Credits

(b) Optional Courses

Any one optional course from either options A or B as listed below - 3 Credits

Total = 18 Credits

Option A

First Semester

POL 815 Philosophy & Sociology Of Health

POL 816 Organization Behaviour and Evaluation of Health Service - 3 Credits

Second Semester (Option A)

POL 824 Health Manpower Planning and Development - 3 Credits

POL 825 Comparative Health System - 3 Credits

POL 826 Policy and Planning Models in Health- 3 Credits

Option B

First Semester

POL 817 Managerial Decision Techniques - 3 Credits

POL 818 Epidemiology and Community Organization for Health Planning and Promotion - 3 Credits-

Second Semester (Option B)

POL 828 Managerial Accounting - 3 Credits

POL 829 Operations Research in Health - 3 Credits

POL 827 Primary Health Care - 3 Credits

Second Semester

(a) Compulsory courses viz.

POL 820 Administrative and Health Law - 3 Credits

POL 821 Health Policy, Planning and Analysis - 3 Credits

POL 822 Health Management Information System - 3 Credits

POL 823 Elements of Budgeting and Health Care Financing - 3 Credits

POL 890 Project Report - 6 Credits

(b) Any two optional courses from either option A or B above

Total = 21 Credits

Grand Total = 39 Credits

4.29 INTERNSHIP

The internship shall take place during the Second Semester in an approved health organization/establishment for a minimum period of 1-3 months.

4.30 DESCRIPTION OF COURSES

POL 810 NIGERIAN SOCIAL AND ADMINISTRATIVE ENVIRONMENTS

An introduction to the Nigerian social structure with particular reference to the social organizations of the Nigerian society up to the communal level and how these affect the perception, demand and utilization of social services, especially health services. Examine the concept of Public Administration, the similarity and dissimilarity between private and public administration, its evolution in Nigeria as a product of frequent changes in governmental process. Examination of the structure of government allocation of functions goal and policy formulation, etc. Military in Public Administration and problems of administrative ethics, values and the future of Public Administration in Nigeria.

POL .811 STATISTICAL METHODS

Set Theory. Elementary probability theory. Descriptive statistics. Sampling Techniques, Survey Methods and tests of hypothesis. OLS Regression Method. Current Research Method in Health/application.

POL.812 RESEARCH METHODS AND HEALTH SYSTEM RESEARCH

Introduction to the methods of research and systematic survey. The modes of inquiry in survey research, data survey gathering, interviewing techniques and elementary statistics. Analysis and interpretation of data. Meaning, characteristics and differences between Health Systems Research (HSR) and clinical/basic sciences; place of HSR in the managerial process for National health Development; approaches to HSR: uses and abuse of HSR; HSR in practice and developing HSR proposals.

POL.813 THEORY AND PRACTICE OF HEALTH PLANNING AND MANAGEMENT

Policy formulation, objectives and priority setting, programme planning and implementation and both national local levels. Decision making and use of quantitative techniques in Health Planning with special reference to demographic characteristics, Methods of planning distribution of health services and service utilization, Ethical issues of care; inter and intra organization interaction, Rationalization and Regulation. Elements of Management Theory.

POL.814 ECONOMICS OF HEALTH

General review of principles of Economics. Concept of Health Economics. Market analysis of Health sector and health goods. Market failures in health sector. Government intervention and investment in health. External and health sector inter-sectoral collaboration and health care delivery. Cost/benefit analysis and cost effectiveness and analysis of health project and programmes; Disease Costing.

POL.815 PHILOSOPHY AND SOCIOLOGY OF HEALTH

Introduction to Philosophy of Health; Beliefs, Ethics and health care system in Nigeria and elsewhere. Health beliefs and social problems. Social services and health in relation to Education and Occupational backgrounds. Social classification, mobility and health; political, socioeconomic factors that affect health. Health Ethics and problems of professional misconduct in health care delivery. Health of the disabled and under-privileged. Demography and health problems.

POL.816 ORGANISATIONAL BEHAVIOUR AND EVALUATION OF HEALTH SERVICE

Employee work attitude and behaviour in organizations. Individual group and organizational characteristics which affect employee behaviours such as

participation and performance, effect of rewards and leadership on work attitudes and motivation.

Principles and steps in broad programming, detailed programming and programme budgeting, development of action plan; an introduction to various aspect of plan implementation. Elements of monitoring and evaluation. Monitoring techniques, evaluation and review techniques, feedback mechanism and reprogramming.

POL.817 MANAGERIAL DECISION TECHNIQUES

The concept of management techniques, the changing nature of administration and management and the place of modern techniques in management. General types of techniques mathematical techniques, para mathematical techniques, analytical and behaviour techniques, management techniques in practice; planning, programme budgeting system (PPBS) Quantitative techniques, Organization and Methods (O & M) management by Objectives (MBO), Project Management (PM), Project Evaluation and Review Techniques (PERT), Decision making techniques. Managing Service and Queuing Theory, Inventory Management Problems, Dynamic programming etc.

POL.818 EPIDEMIOLOGY AND COMMUNITY ORGANISATION FOR HEALTH PLANNING AND PROMOTION

Principles of applied epidemiology; methods and techniques of epidemiologic investigation. National and international principles of disease surveillance and control: Review and analysis of community organization process: Diagnosis of community health problems and various organizational strategies utilized for effective management.

POL.820 ADMINISTRATIVE AND HEALTH LAW

The nature and scope of discretionary powers, delegated authority, protection of individuals from arbitrary action – Natural Justice, Rule of Law, Ultra Vires, Rule making and decision-making by administrators. Controls – Legislative, Executive and Judicial review of administrative actions. Liability of Health agencies and its principles of injuries to patients, loss of property of such patients and surgical operations, legal effect on breach of professional confidence. Testimonials and references Detention of patients – personal liberty, disposal of property of the deceased. Capacity of patients to make a will, execute deeds and agreements, etc.

POL.821 HEALTH POLICY, PLANNING AND ANALYSIS

Data resources and requirements, health planning techniques and related social systems planning, analysis and choices among contending health policy initiatives, comparative assessment of political, sociological and economic analysis of health policy, public and quasi-public sector decision-making, resource allocation planning, development of and appreciation of the political planning process on health, analysis of political decisions in health, opportunities and constraints in health Policy Planning, Reflection on future health planning and analysis in the evolution of health affairs in Nigeria. Medical geography emphasizing factors affecting distribution of health facilities, accessibility, centrality, etc of distribution of health facilities, accessibility, centrality, etc of health facilities and its implication for health policy planning.

POL.822 HEALTH MANAGEMENT INFORMATION SYSTEM

Overview of health management information systems. Analysis, design and the installation of management information systems in health care organizations. The National Health Information System at the local, state and federal levels. Computer applications for management analysis of various health care programmes. Data storage, retrieval and analysis.

POL.823 ELEMENTS OF BUDGETING AND HEALTH CARE FINANCING

Evolution of the budget, Theory and Practice of budgeting. Identification of different types, roles and demands of the budget. Cardinal function of the budgets as an instrument of nation, socio-economic policy formulation and implementation. Sources of revenue and purposes of governmental expenditures, Budget cycles, Budget preparation, Approval and execution, politics of resource allocation with emphasis on revenue sharing, program budgeting. Comparison and evaluation of alternative Health Care Financing schemes in developed and developing countries and in free enterprises, command and centrally planned economics. Examination of the issues of adequacy or otherwise of health care resources as they are currently appropriated. Financing and economics of prevention and medical research, cost effectiveness of various financing methods.

POL.824 HEALTH MANPOWER PLANNING & DEVELOPMENT

Global trends in health manpower planning, manpower migration, models in health manpower planning. Obtaining health manpower resources, recruitment, selection, orientation, maintaining health manpower, appraisal, retraining and development, wage and salary administration, discipline, health and safety, retirement, labour relations.

POL.825 COMPARATIVE NATIONAL SYSTEMS OF HEALTH CARE

Analysis of health care system including the organizational structure. Resource development, Health Service Delivery, Management and Economic Support, Exploration of Health patterns in industrialization and industrialized countries with free market, while oriented socialised policies and orientations.

POL.826 POLICY AND PLANNING MODELS IN HEALTH

Review, examination and application of selected policy and planning models to health care strategies, programmes and issues, theoretical, methodological insights drawn from the policy sciences, economics, political science and sociological literature; policy and planning model as applied to health systems evaluation and programme development, focus on multi-disciplinary strategies for analysis of health issues.

POL.827 PRIMARY HEALTH CARE IN THE NATIONAL HEALTH POLICY AND STRATEGY

Evolution of health services in Nigeria with policy implications are examined. Primary health care in the current health policy and strategy ; intersectoral collaboration, health policy and strategy; intersectoral collaboration, health promotion, accessible and comprehensive health services and community participation. Structure of the Nigerian health care system. Roles and functions of the three tiers of government in a Primary Health Care setting.

POL.828 MANAGERIAL ACCOUNTING

The basic orientation of the course is to provide the application of such tools to planning; compilation and reporting of financial activities: Emphasis will be placed on identification and analysis of the inflows and outflows of the available resources within organizations. The managerial accounting aspect will provide knowledge of basic accounting tools for decision-making and for measuring performance. Topics include accounting system and procedure, cost accounting, financial statements and their interpretation, etc

POL.829 OPERATIONS RESEARCH IN HEALTH

Origins and development of operations research applications in health; mathematical programming, queuing theory, replacement, and maintenance models. Inventory models, Assignment problem, etc. Limitations of Operations Research applications in health, Case Studies.

POL.890 PROJECT REPORT

Each student should write a project report resulting from supervised research. A project report shall be examined and externally moderated like a taught course.

CHAPTER 5

PROGRAMMES OF THE EXTENSION SERVICES DIVISION

5.1 EXTENSION SERVICES DIVISION

This division runs all short courses. It constantly liaises with the Federal, State and local Governments of the federation, and the parastatals and consultancy activities of the institute. In addition, it encourages the publication of manuscripts, and other works and texts.

It organizes the following activities:

- (i) Institute's Research and Consultancy Activities
- (ii) Handles Institute's Publication of Journals the Nigerian Journal of Administrative Science and Journal of Health Administration and Management: Books and Monographs.
- (iii) Organizes short courses, seminars, conferences A 3 – Month Pre- CPA Programme for officers in the typists cadre, Management Techniques, Purchasing and Supply, Financial Management, Personnel Management.
- (iv) Manages a small, well-stocked Institute's Library and a Management Laboratory.

5.2 CERTIFICATE PROGRAMME IN HEALTH PLANNING AND MANAGEMENT

This Certificate Programme is run by The National Collaborating Centres for Education and Training in Health Planning and Management on Behalf of the Federal Ministry of Health, Lagos.

5.3 JUSTIFICATION

The main objectives of the 1988 Civil Service Reforms are efficiency, discipline and effective planning. This culminated in the creation of the Department of Planning, Research and Statistics, among others. Some loopholes in the nation's health care system that require urgent attention have been identified. The pervasive lack of adequate planning is identified as a major impediment, emanating from the abysmal number of qualified health planners and managers.

There is therefore an urgent need to:

- (a) Train in sufficient number, health planners and managers that can best serve the immediate manpower needs of Departments of Planning,

- Research and Statistics in the health sector taking cognizance of the health sector's needs in this important area over medium and long term periods; and
- (b) to provide an entry point to the practice of health planning and management for those who are to acquire such relevant qualifications.

5.4 OBJECTIVES

The objectives for developing and running the Certificate programmes are to enable the participants to identify target population for whom planning is needed; identify the health need of target population identified in (1); acquire the skills for developing a plan to meet the health needs identified in (2); acquire the skills of developing and evaluating alternative strategies for implementing developed plan; choose the most appropriate strategy for plan implementation; acquire the necessary skills for monitoring and evaluating health programmes that are designed to implement the strategies chosen in (5); be able to identify available resources for health care delivery, know how to estimate the resource requirements and how to possibly close the gap between resource availability and requirement; understand the dynamic environment within which health planning is taking place, especially the national health policies; appreciate the need for intra-and inter-sectoral collaboration in health care planning and delivery; appreciate the need for team approach to health care delivery; acquire the ability to advocate for resources required for implementing health plans, especially given competing demand from other sectors; appreciate how to collect and analyze relevant data using computers; appreciate the need for Health Information System; and appreciate the pivotal role of community participation in health care.

5.5 COLLABORATING INSTITUTIONS AND THE BASE OF THE PROGRAMME IN EACH INSTITUTION

The collaborating institutions that run the programme and the executing units in each of the institutions are as follows:

- (a) University of Benin – The Institution of Public Administration and Extension Services;
- (b) University of Ilorin – Department of Business Administration;
- (c) University of Maiduguri – Department of Political Science and Administration

Note: It is expected that each base department or institute will identify and utilize experts in relevant disciplines in running the programme.

5.6 ADMISSION REQUIREMENTS

To be eligible for consideration for admission into the programme a candidate must be:

- (a) a staff in the Department of Planning, Research and Statistics of the Federal and State Ministries of Health at the early stage of the programme;
- (b) a degree holder or an officer on a salary Grade Level 10 and above.
- (c) Recommended by the Federal/State Ministry of Health.

Note: At a later stage of the programmes, candidates from the private sector will be considered but they must apply through the Federal Ministry of Health and satisfy 'b' above.

5.7 SELECTION OF CANDIDATE

Selection will be made from the pool of candidates recommended by the various ministries using established criteria. It is important to add that since this is a standard Certificate programme for the three participatory institutions, a candidate could be admitted into any of the three institutions which is not necessarily that of his first choice or the most preferred.

5.8 DURATION OF THE PROGRAMME

The Certificate Programme has a duration of three months of intensive academic and professional content. The programme runs twice a year.

5.9 PROGRAMME EXPENSES

For Federal and State sponsored candidates the tuition fee is ₦1,000.00 and ₦3,000.00 for private candidates.

In addition to the tuition fee, examination and some other fees would be required. It is expected that each candidate will bear the cost of accommodation and maintenance.

In order to alleviate the problem of locating suitable accommodation each participating institution is expected to assist candidates in finding such accommodation as close to University as possible.

5.10 PROGRAMME CURRICULUM

The Certificate Programme consists of the following course that must be taken and passed in order to be qualified for the award of Certificate in Health Planning:

1. Elements of Management

Evolution of management thought and some theories of management, management functions managerial decision making; the role of authority,

- responsibility, delegation and accountability in effective management (2 Credits).
2. **Introduction to Epidemiology and Demography**
Principles of epidemiological studies, use of epidemiological results for the identification of target population and their health needs as well as for disease control, determination and uses of various health indicators, basic principles of and concepts in demography, collection and usage of population statistics for health planning; (2 credits).
 3. **Health Planning and Planning Techniques**
History of Planning in Nigeria, principles of planning, benefits of planning, organizing for planning, types of planning and plans; the planning process; introduction to some analytic and non-analytic health planning techniques (2 Credits).
 4. **Health Programme Planning and Implementation**
Principles and step of broad programming, detailed programming and programme budgeting, development of an Action Plan; Introduction to various aspects of plan implementation, (2 Credits).
Principles of monitoring and evaluation, monitoring techniques, evaluation and review techniques; feedback mechanism and reprogramming (2 Credits).
 5. **Resource for Health Care Delivery**
Identification of resource requirements for health care delivery (human, financial, physical resources, etc.); health manpower planning and development; mobilization of resources for health care delivery with emphasis on community mobilization; effective utilization of health resource (2 Credits).
 6. **Environment of Health Care Delivery**
Various types of environment and their characteristics; identification of various aspects of the environment of the health care delivery systems in Nigeria; identification of the changes that have taken place in the various aspects of the environment in Nigeria; the structure of the health care delivery system in Nigeria and how it has responded to environmental changes (2 Credits).

7. **Systems Approach to Health Care Planning and Delivery**
Concept of systems and basic systems theory; identification of the sector (National subsystem) that are relevant to health planning; identification of the health sector's subsystems; Interdependence among the health sector's subsystems and between the health sector and other sectors, the need for intra and inter-sectoral collaboration in health care delivery, especially for primary health care; health systems research (2 Credits).
8. **Politics of Health Care**
Politics of Health Care including ethics, health legislation, revenue allocation and budgetary process (2 Credits).
9. **Health Management Information System**
Types of data, source of data especially for health planning; census and sample surveys simple statistical methods for analyzing data, elementary exposure to computer systems and the use of computer in data storage, analysis and retrieval (2 Credits).
10. Health Economics
11. Basic Statistics
12. Computer Applications

5.11 SENIOR HEALTH MANAGEMENT COURSE

This is a five week long vacation Health Management Course for Senior Health Officers.

5.12 COURSE OBJECTIVES

To broaden and improve management capabilities of Senior Health Officers and make them more effective in their administrative functions.

To equip participants with the knowledge of concepts, tools and techniques in the integrated nature of management in the health system.

5.13 COURSE DURATION

Five weeks – August to September each year.

5.14 CONTENT OF THE COURSE

The following courses will be undertaken in the programme:

1. Principles of Management
2. Purchasing and Supplies Management
3. Financial Management

4. Personnel and Industrial Relations
5. Administrative Health Systems
6. Health Ethics and Philosophy and Management of the Environment.

Instruction will be organized in form of lectures, discussions, workshop sessions and study visits within Edo State. Each unit will consist of exposition of theory, principles and practice.

5.15 ENTRY REQUIREMENTS

The course is designed for Senior Health Officers

1. Medical Officers who have had little or no management training
2. Senior Nursing Personnel
3. Senior Pharmacists, Senior Health Technologists and professionals in the health industry.
4. Senior Administrators in the health industry
5. Private Health Practitioners and Administrators.

5.16 METHOD OF APPLICATION

Participation in the course is based on nomination by the participant(s) employer(s). Individual applicants will also be considered. Application forms are obtainable from Office of the Director, Institute of Public Administration Extension Services, University of Benin.

Every application must be accompanied with a stamped self-addressed envelope with a crossed postal order/bank draft of prescribed fee.

Nomination and applications should be directed to:

The Director,
Institute of Public Administration
& Extension Services,
P.M.B. 1154,
University of Benin,
Benin City.

5.17 COST OF THE COURSE

The tuition fee is as prescribed by the University. Accommodation and meals (three times a day) can be arranged if participants so desire. Accommodation is available but not compulsory. Fees are payable in full before or at registration.

5.18 EVALUATION AND PERSONAL REWARDS

There will be an on-going evaluation of the participants based on participation in classes and group discussions. Regular attendance is expected.

A certificate of attendance and completion will be awarded at the end of the course.

5.19 MANAGERIAL DEVELOPMENT FOR PRIMARY HEALTH CARE COURSE INTRODUCTION

This course has been conserved as part of the efforts to improve Primary Health Care Management particularly at the middle level.

Experience from the performance of community health workers and their supervisors have shown that the weakness in the health care delivery at the peripheral level of the health care system is largely due to deficiencies in management skills. Some of these deficiencies are reflected in:

- Inadequate planning of health programmes;
- Poor organization of health care delivery system;
- Inadequate support to Primary Health Care by the referral system;
- Inadequate administrative and logistic support;
- Inadequate supervision of staff in the field and in the health care facilities.

Lack of co-ordination of health efforts or other sectors and lack of community involvement in organizing and implementing health care activities have further adversely effected the functioning of the health system.

With the adoption of PHC approach as the key strategy for the attainment of health for all goal, management of PHC has assumed new dimension. Among these are:

- i. Community involvement and participation in health care delivery;
- ii. Intersectoral co-ordination and co-operation in implementing health and health-related activities.
- iii. Development of health care as an integral part of the community social and economic development plan. The PHC approach, thus, requires a re-orientation of the health systems and the training of health workers to equip them with appropriate skills required to perform their managerial responsibilities more effectively.

It is a mistake to regard management as a function of those at the top of the hierarchy only. Health workers at the middle level have management responsibilities as well, which include management of resources, PHC Programmes and organizing PHC in the communities. Management principles can be applied at all levels of the health system. Therefore, in this course an attempt has been made to structure the course contents and learning objectives to meet the requirements of the functions performed by the middle-level managers of PHC.

It is hoped that improvement of health management will lead to the provision of good health care at the peripheral level where PHC is provided and received first-line support.

5.20 SESSION PLAN FOR MANAGERIAL DEVELOPMENT FOR PRIMARY HEALTH CARE

5.21 TABLE OF CONTENTS

5.22 MODULE PRINCIPLE OF MANAGEMENT

Ss	No.	1.	The Nature of Management
“	“	2.	Management by Objectives
“	“	3.	Management of Crisis
“	“	4.	Division of Labour (specialization)
“	“	5.	Delegation of Authority
“	“	6	Decentralization
“	“	7	Co-ordination
“	“	8.	Monitoring and Control
“	“	9.	Records and reports
“	“	10.	Correspondence and Filing Systems.
“	“	11.	Writing Official Letters and Reports
“	“	12.	Preparing Unit Time-Table, Schedules and Duty Roster
“	“	13.	Office Equipment – Use and Maintenance
“	“	14.	Objectives of Health Planning
“	“	15.	Establishment of Priorities
“	“	16.	Criteria of Feasibility
“	“	17.	Organizing, Directing and Supervising Implementation Activities.
“	“	18.	Allocating of Resources
“	“	19.	Referral Support: Two-Way Referral System
“	“	20.	The Evaluation Process
“	“	21.	Health Indicators and the Selection
“	“	22.	Management of Coverage Effectiveness and Efficiency of Health Care.

5.23 MODULE II: COMMUNICATION AND GROUP DYNAMICS

Ss	No.	1.	Motivation and Incentives
“	“	2.	Application of Motivation Theories
“	“	3.	The Communication Process
“	“	4.	Methods and Means of Communication

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|---|---|----|---|
| “ | “ | 5. | Communication and the Decision-making Process in Health Work. |
| “ | “ | 6 | Communication and Group Dynamics |
| “ | “ | 7 | Communication and Community Participation. |

5.24 MODULE III: MANAGEMENT OF RESOURCES

- | | | | |
|----|-----|-----|---|
| Ss | No. | 1. | Personnel Management |
| “ | “ | 2. | Job Description |
| “ | “ | 3. | Delegating Authority and Responsibilities |
| “ | “ | 4. | Styles of Supervision |
| “ | “ | 5. | Composition, Role of Members and Team-Work. |
| “ | “ | 6 | The Health Team: Leadership, Communication and co-ordination of Activities. |
| “ | “ | 7 | Providing Training |
| “ | “ | 8. | In service Training |
| “ | “ | 9. | Health Manpower Planning for PHC |
| “ | “ | 10. | Health Manpower Production |
| “ | “ | 11. | Maintaining Standards and Assessing Work Performance. |
| “ | “ | 12. | Maintaining Discipline and Dealing with Problems |
| “ | “ | 13. | Budgeting |
| “ | “ | 14. | Accounting |
| “ | “ | 15. | Purchasing |
| “ | “ | 16. | Control of Expenditure |
| “ | “ | 17. | Managing Drugs |
| “ | “ | 18. | Drugs Distributing System |
| “ | “ | 19. | Managing Equipment |

5.25 MODULE IV: MANAGEMENT OF PRIMARY HEALTH CARE

- | | | | |
|----|-----|----|--|
| Ss | No. | 1. | Planning PHC Activities: Making Community Diagnosis |
| “ | “ | 2. | Organising PHC Activities in the Community |
| “ | “ | 3. | Implementing PHC Activities in the Community |
| “ | “ | 4. | Organizing and Implementing Health Education Programmes. |
| “ | “ | 5. | Organising and Managing Maternal Health and Family Planning Programmes |
| “ | “ | 6 | Organizing and Managing Pre-School Child Health Programmes |
| “ | “ | 7 | Organising and Managing School Health Programme of Immunization (EPI) |
| “ | “ | 8. | Organizing and Implementing Expanded Programme of Immunization (EPI) |

- “ “ 9. Managing the Cold Chain System
 “ “ 10. Managing Rural Community Water Supply.
 “ “ 11. Organising and Implementing Environment Health Programme.
 “ “ 12. Organising Endemic Disease Control Programme
 “ “ 13. Implementing Endemic Disease Control Programme
 “ “ 14. Organising and Operating Mobile Clinics
 “ “ 15. Information Support for Health Development
 “ “ 16. Indicators for Monitoring and Evaluating PHC.
 “ “ 17. Assessment of Coverage, Efficiency, Effectiveness and Impact of PHC Activities.

5.26 SHORT COURSES

1. **Course Title:** Orientation Course on National Health Policy

- Objectives:** Enables the participants to:
 - understand the rudiments of the National Health Policy
 - become more aware of the needs of the implementers of the policy.
- Participation:** Local Government Council Chairman, Secretaries and Supervisory Councillors.
- Duration:** 3 days
- Fees:** To be determined

2. **Course Title:** Managerial Process for Primary Health Care

- Objectives:** Enables the participants to:
 - be aware of the PHC process
 - acquire managerial skills of delegation, supervision communication, organization etc
- Participants:** PHC managers, directors, deputy directors, Co-ordinators etc.
- Duration:** 2 weeks
- Fees:** To be determined

3. **Course Title:** Senior Health Management Course

- Objectives:** Enables the participants to:

- acquire managerial skills at a Senior Health Management level
- improve their potentials in human relations
- become more effective in their administrative functions.

Participation: Health Managers – Doctors, Nurses Pharmacists, Secretaries of Health establishments and others.

Duration: 2 Weeks

Fees: To be determined

4. **Course Title:** Health Systems Research

Objectives: The course will enable the participants to:

- appreciate research efforts
- interpret research findings in health care
- carry out small scale studies to improve job performance
- suggest ways of improving research efforts

Participation: Health managers. Senior Health Personnel in hospitals; HMB, Tutors in Schools of Nursing and Midwifery, Health Departments in Universities.

Duration: 6 days

Fees: To be determined

5. **Course Title:** The Role of Local governments in Rural Health Care Delivery

Objectives: Enables the participants to:

- identify the components of rural health care delivery.
- prioritize health care delivery activities.
- maintain a functional and effective system
- improve ways of funding health care delivery
- carry out small scale studies to improve job performance

Participation: Local Government Council Chairman, Councillors, Health Care Providers – nurses, midwives, community health officers.

Duration: 5 days

- Fees:** To be determined
- 6. Course Title:** Health Planning and Management Course
- Objectives:** Enables the participants to:
- acquire skills in health planning and management
 - become familiar with the techniques of planning.
 - acquire skills in programme implementation and evaluation.
 - improve on ability for general management
- Participation:** Health Planners and other Senior Health Managers
- Duration:** 2 weeks
- Fees:** To be determined
- 7. Course Title:** Health Economics and Financing Course
- Objectives:** Enables the participants to:
- address various strategies of health care financing
 - seek other ways of doing things differently in a more cost effective manner.
 - write effect financial proposals
 - develop and interpret health budgets.
- Participation:** Health Managers, Senior health officials, nurses, doctors, Pharmacists, CHOS etc.
- Fees:** To be determined
- 8. Course Title:** Interpersonal skills Development for Health Workers
- Objectives:** Enables the participants to:
- develop or improve their communication skills
 - make effective use of interview techniques
 - recognize the barriers to communication in organizations.
 - change interpersonal behaviours.
- Participation:** Health Care Providers, particularly nurses
- Duration:** 3 days
- Fees:** To be determined
- 9. Course Title:** Purchasing and Supplies Management

- Objectives:** Enables the participants to:
- identify new methods of sourcing for supplies
 - develop new skills for purchasing and supplies
 - acquire skills in effective involvement of personnel in purchasing and supplies management
- Participation:** Officer in charge of purchasing and supplies in both private and public sector
- Duration:** 3 days
- Fees:** To be determined
- 10. Course Title:** Planning and Management
- Objectives:** Enables the participants to:
- acquire skills in planning and management
 - identify and use various planning techniques
 - acquire skills in programme planning implementation and evaluation.
- Participation:** Planners from the Department of Planning Research and Statistics, other Senior officials from other departments
- Duration:** 3 days
- Fees:** To be determined

CHAPTER 6

EXAMINATION REQUIREMENTS

6.1 REGULATION UNDER THE COURSE CREDIT SYSTEM

The semester system has been adopted by the University of Benin. There are two semesters in a session. Examinations are held at the end of each semester in the courses taken that semester.

Courses are evaluated in the Institute in terms of credits. A credit is defined as a series of lectures/tutorials of one hour per week lasting a semester. A normal course in the institute carries three credits, that is, it consists of a series of lectures and tutorials of three hours duration per week. Students under this system are not asked to repeat an entire year. They repeat courses that they carry over, i.e which they fail, to the following session. A student in this institute must pass all his courses to be awarded the Diploma or Certificate.

6.2 INSTITUTE COURSE ADVISERS

An Adviser is a member of the academic staff who is selected to assist a student in every sphere of his career in the Institute. Academically, he advises students individual and assures that their choices of subjects are consistent with regulations and requirements. Socially, he provides required guidance.

6.3 CONTINUOUS ASSESSMENT

Continuous assessment during the semester forms part of the end-of-semester course grade.

Its overall contribution may not exceed 20%

6.4 END-OF-COURSE EXAMINATION

All courses shall be examined as soon as possible after the courses are completed.

Candidates will earn the number of credits assigned to the course, which they have passed. Normally end of course examinations take place at the end of each of the two semesters.

6.5 PASS MARK

All examination papers (theory and practical) shall be graded with a minimum pass mark of 40% for CPA, DPA, DHS, DHAM and DNAM. The minimum pass mark for PGDPA and MHPM is 50%

6.6 MODERATION AND EXAMINERS

- (i) **Institute Board of Examiners:** There shall be appointed an Examination Coordinator who will be responsible to the Director. He will be in charge of the conduct of examination and the recording and return of results. The Board of Examiners in the Institute shall consist of all the academic staff.
- (ii) The Institute Board of Studies shall meet at the end of each semester to consider the results of the examinations held in that semester.
- (iii) Provisional results shall be published by the Institute Board of Studies. These provisional results shall be in letter grades.
- (iv) At the end of every academic year, results shall published by the Institute after being approved by Senate. The published results shall indicate the matriculation numbers, names of students and their classes of pass only.

6.7 CLASSIFICATION OF THE RESULTS OF CERTIFICATE/DIPLOMA COURSES

The following classification of result, Certificate/Diploma is in operation at the Institute:

PERCENTAGE SCORE	LETTER GRADE	GRADE POINT
70 - 100%	A	5
60 - 69%	B	4
50 - 59%	C	3
45 - 49%	D	2
40 - 44%	E	1
0 - 39%	F	0

6.8 WEIGHTED AVERAGE

1. Pass with Distinction - 4.51 - 5.00
2. Pass with Credit - 3.51 - 4.50
3. Pass with Merit - 2.51 - 3.50
4. Pass - 1.00 - 2.50

6.9 CARRYOVER COURSES

A student is required to pass all his courses to be eligible for the award of the Certificate/Diploma of the University of Benin.

A student who fails any course(s) – either during the first or second semester examination shall be required to carryover such failed course(s) to the next session and begin the new formalities along with the fresh students by paying the appropriate fees and charges. He shall however, be required to register for only courses failed in the previous session. It is the responsibility of such a student to ensure that he satisfies the attendance requirements and other conditions to qualify him to sit for the examination.

6.10 TRANSCRIPTS

A transcript shall be issued on behalf of the student on demand and payment of the appropriate fees. The transcripts shall include the name of the student, date of birth, year of admission into diploma or certificate programme, all courses taken and grades obtained, the diploma or certificate awarded and the signature of the appropriate University Officer. Transcripts are normally issued by the Examination and Records Office at the Ugbowo Campus.

6.11 PROCEDURE GOVERNING CONTESTED EXAMINATION RESULTS

There is an existing procedure in the University for Students to seek redress if they feel that their examination papers have not been fairly marked. They are free to petition through the Director of the Institute to the Vice-Chancellor, on payment of prescribed fee for each contested result which the matter is referred to the Vice Chancellor.

The Vice Chancellor while select neutral persons who are competent in the field in question to remark the papers(s). The money is refunded to the student if the case justified. Contesting of results shall not be entertained after 12 months of writing the examination. The decision of the senate on any contested result(s) shall be final.

6.12 REGULATIONS GOVERNING THE CONDUCT OF UNIVERSITY EXAMINATIONS

6.13 INSTRUCTION TO INVIGILATORS

It shall be the first duty of the Invigilator to exercise constant and vigilant supervision over the candidates. The Exam Officer shall use his discretion when handling cases of misconduct and ill-health. He shall send a report on each case to the Director of the Institute on the completion of the examination.

6.13.1 An Invigilator shall report to the examination hall about half an hour before the examination is due to start and shall receive from the Director/Exam Officer the question papers in sealed packets.

6.13.2 The Invigilator(s) shall sign each examination answer booklet before the commencement of each examination. This is to prevent illegal issuance of booklets for illicit examination.

6.13.3 While the examination is in progress,. No person other than the Invigilators, the Attendant,. Director of the Institute, the Exam Officers, the Registrar's representative (Exams and Records) and the Medical Personnel shall be allowed to enter the hall, except that the examiners of each paper(s) may be present during the first and the last 30 minutes of the examination.

6.13.4 The time allowed for an examination paper, as indicated in the Time Table must strictly be obeyed.

6.13.5 Each of the sealed packets of examination papers must be opened in the presence of the candidates.

6.13.6 Immediately after a paper has been distributed to all candidates, the Chief Investigator shall ask the candidate to see that they have the papers for

which they have entered. Then only shall the Exam Officer give a signal for the examination to start

- 6.13.7** Candidates shall be admitted up to first half hour of the examination only with the permission of the Chief Invigilator. Cases of admittance after the starting time of Examiner/Exam Officer is at the discretion of the Examiner.
- 6.13.8** No candidate may leave the examination hall with the intention of returning except to go, to the toilet or to the first aid room provided that the candidate is accompanied by an attendant.
- 6.13.9** No candidate may quit the examination hall until the first hour had elapsed.
- 6.13.10** No question paper shall be removed from the hall before the first hour of the examination.
- 6.13.11** After the first hour, any candidate who wished to give up his papers and retire may do so at the discretion of the Chief invigilator.
- 6.13.12** Reasonable silence shall be maintained throughout and examination by both the Invigilators, other officials and the candidates.
- 6.13.13** Invigilators shall tell candidates the time, at appropriate intervals during the period of an examination.
- 6.13.14** At the close of each examination, candidates shall be asked to Hand over their scripts to the Invigilators. The Invigilators shall count the scripts, arrange them in numerical order and hand over these with four question papers to the Exam officer or Internal Examiner who shall verify, count and sign the receipt.
- 6.13.15** It is essential that candidate enter and leave the hall through one entrance only in order to enable the Invigilators to satisfy themselves that nothing was brought in or taken out which is not authorized by the Regulations.
- 6.13.16** The invigilators shall be responsible for the marking of attendance Register and then shall report to the Director's Office (any absence of candidates from each examination).

6.13.17 No candidate shall be allowed to depart from the examination hall without handing in his scripts. The Chief Invigilators shall assign Invigilators the responsibility of collecting the scripts from the candidates who shall remain seated. In either case, Invigilators shall, as far as possible see that candidates leave the examination hall within 15 minutes at the end of the examination.

6.13.18 That the submission of marked examination scripts and mark sheets to the Head of Department/Chief Examiner be done within one week of the termination of the semester examinations.

6.13.19 If any candidate is found to be cheating or disturbing the conduct of the examination, the Chief Invigilator shall submit a report immediately to the Institute's Examinations Officer and the Director. The candidates may continue with the examination provided, that the candidate completes a malpractice form and causes no disturbance. The Director shall cause the circumstances to be investigated. The Director shall be required to forward the report of the Examination Misconduct Investigating Panel to the Vice Chancellor two (2) weeks after the end of the semester Examinations.

6.14 DUTIES OF ATTENDANTS

Attendants shall be responsible for:

- (a) Distribution of examination answer books, strings, blotting papers and any other materials specified. During the examination Attendants shall be present.
- (b) to supply supplementary answer books, strings, blotting paper etc.
- (c) Accompany candidates to the toilet or to the first-aid room.
- (d) going for a member of the University Health Services when instructed by the Invigilators
- (e) any other duty assigned by the Registrar, Examination Officer or Chief Invigilator.

6.15 INSTRUCTIONS TO CANDIDATES

6.15.1 Candidates must attend punctually at the times assigned for their papers and they must be in the examination hall at least five minutes before the time that the examinations is due to start. Candidates shall not be allowed to enter the examination hall until invited by the Invigilator. A candidate arriving more than half an hour after the

examination has started shall be admitted only at the discretion of the Director, Exam Officer.

- 6.15.2** During the examination, candidate may leave the room temporarily with the permission of the Invigilator only if accompanied by an Attendant. Candidates must not leave the examination hall during the first half-hour of the examinations, except with the special permission of the Chief invigilator.
- 6.15.3** Candidates shall bring with them to the examination hall their own ink, pens and pencils and any material which are permitted by these regulations.
- 6.15.4** Whilst the examination is in progress, any form of communication Between candidates is strictly forbidden. Any candidates found guilty of giving or receiving irregular assistance shall have his/her paper canceled. Any candidates found guilty of giving or receiving irregular assistance shall have his/her paper cancelled. Any candidates found cheating will be subject to the University disciplinary action.
- 6.15.5** Silence shall be observed in the examination hall. The only permissible way of attracting the attention of an invigilator is by a candidate raising his hand.
- 6.15.6** Candidates are not allowed to smoke in the examination hall.
- 6.15.7** Candidates are informed that a first-aid box is provided in the examination hall and that medical attention can be obtained if necessary.
- 6.15.8** The use of scrap paper is not permitted; all rough work must be done in answer booklets even if they contain rough work, they shall be tied inside the main answer booklet.
- 6.15.9** Candidates are advised in their own interest to write legibly and to avoid faint ink. Answers must be written in English. Except as otherwise instructed.
- 6.15.10** Before handing in their scripts at the end of the examination, candidates must satisfy themselves that they have inserted the titles of the

examination, their number and the numbers of the questions they answered, in the appropriate places.

6.15.11 It is the responsibility of each candidate to remain seated and hand in his scripts to the invigilator before he leaves the examination hall. Except for question papers and any materials that they brought into the hall with them candidates are not allowed to remove or mutilate any paper or materials supplied by the University.

6.16 DISCIPLINE OF STUDENTS

It is to be noted that the Vice Chancellor has authority to discipline erring students of the University. The law stipulates that where the Vice Chancellor believes that any student of the University has been guilty of misconduct, he/she may without prejudice to any other disciplinary powers conferred on him/her by statute or regulation, direct:

- (a) That the student shall not, during the period as may be specified in the direction, participate in such activities of the University, as may be specified; or
- (b) That the activities of the student shall, during such period as may be specified in the direction, be restricted in such matter as may be so specified; or
- (c) That the student be rusticated for such period as may be specified in the direction; or
- (d) That the student be expelled from the University.

CHAPTER 7

INSTITUTE AWARDS AND PRIZES

Awards are made to students who distinguish themselves in their academic and other pursuit. The Institute welcomes the offer of awards by patrons, sponsors, government, individuals, organizations and the general public for excellence in individual courses; for a combination of courses/programmes and for any other form of distinguished service to the Institute.

At present the Institute makes the following award at the end of each session.

7.1 DHAM AWARD

Overall best two students in the final of the Diploma in Health Administration and Management (DHAM) examination

Prize; (monetary)

7.2 DNAM AWARD

Overall best two students in the final of the Diploma in Nursing Administration and Management (DNAM) examination

Prize; (monetary)

7.3 DHS AWARD

Overall best two students in the final of the Diploma in Health Statistics and Primary Health Care (DHSPHC) examination

Prize; (monetary)

CHAPTER 8

INFORMATION TO ALL STUDENTS (OLD AND NEW)

General Information

- (a) Always check the notice boards for fresh information.
- (b) Registration procedure in the University has changed. Aspect of the procedure have been carried in some national dailies. This includes the procedure for paying fees, etc. Details are on the notice boards.
- (c) Course Co-ordinators have been appointed for each programme. They are available at all times to help you in all areas. Contact them to obtain authentic information.
- (d) This is a University and not a secondary school. Therefore, your behaviour in all areas of life must reflect your new status, for which you ought to be thankful and proud.
- (e) You are a bonafide student of the University if:
 - (a) You have been successfully screened;
 - (b) You possess all relevant qualifications;
 - (c) You have paid all financial dues at the appointed time
 - (d) You have been issued a University matriculation number
 - (e) You have duly registered and your full names are included in the register of your programme.

Do not part with your money to ANYBODY, (who under any pretext may claim to be your helper to become a bonafide student. Not even the Director can help you achieve this.

- (i) All students who fail to comply with No. 5 above will not be allowed to take lectures, write any examination and does not Qualify to be a student of the University.
- (ii) All students are enjoined to attend all lectures at all time, in their own interest.
- (iii) In addition to this information, students are advised to read carefully “Student Handbook of Information”.
- (iv) Identity cards will be issued to students at all appropriate time by the Protocol Division of the Vice Chancellor’s Office.
- (v) Counseling services are rendered by the Guidance and counseling section of the Students’ Affairs Division.

8.1 OTHER INFORMATION ABOUT THE UNIVERSITY OF BENIN AND THE CITY OF BENIN

8.2 ACCOMMODATION

The University of Benin of which the Institute of Public Administration Extension Services is an integral part, does not guarantee accommodation to its students. Accommodation is provided subject to availability of space and every year the Dean of Students and the Students Welfare Board rank their priorities as to how to allocate the few units available. However, the University has limited number of spaces at the Ekenwan Campus for students from outside Benin City or Edo State who qualify for this accommodation. Since accommodation are given to those from other states outside Edo and Delta. Normally Institutes hostel accommodation will not be available to participants from metropolitan Benin. They will be required to provide for themselves

8.3 MEALS

Feeding is provided by private arrangement. Meals are usually available to students of the University at the Canteens and various approved centers at

Ekenwan and Ugbowo Campuses. A few good Canteens are located outside, but within walking distance from Ekenwan Campus. The cost per meal depends on how much food the individual wishes to buy. The average cost per meal is between N200 to N300 naira

8.4 POSTAL SERVICES

Skeletal postal services are available at Ekenwan Campus. The main post office of the city is located along Airport Road while sub-post offices are situated at Ugbowo (opposite the main campus) and Akpakpava Street.

8.5 BOOKSHOPS

8.6 KEN JONES BOOKSHOPS: This bookshop is located along Mission Road, so also are other numerous private bookshops.

8.7 LIBRARIES

8.8 UNIVERSITY LIBRARY: The University John Harris Library is located at the main Campus at Ugbowo, between the Student Centre and the Students Hostels Complex, while a branch of the Library is located at Ekenwan Campus near the Health Center.

8.9 INSTITUTE LIBRARY: The Institute has a fairly well stocked library and is open to students and staff of the Institute only. It also contains some academic journals in the field of public Administration and Health Management. The Library is essentially a reserve library because students are not allowed to borrow books from it. There is a Library Assistant on duty from 8.00 a.m. to 6.00 p.m. (Monday – Friday).

8.10 MEDICAL LIBRARY: This Library, although part of the main University Library, is located within the premises of the University Of Benin Teaching Hospital (UBTH). Health Management Programme students will find this library particularly useful for some of their courses.

8.11 UNIVERSITY HEALTH SERVICES

All students on first admission are required to undergo a Medical Examination which the Health Center arranges early in the session.

The University Health Services provides a general practitioner service, plus an environmental health services to all registered students while they are in residence, as well as to members of staff and their dependants.

The Health Centre is located at the Ugbowo Campus, but provides skeletal services at the Ekehuan Campus. (Students are advised to avail themselves of the services of the Health Centre at Ekenwan Campus). It receives students cases daily at the specified times published. There is a modified service at weekends and on public holidays. During vacations only students officially in residence may receive treatment.

General Regulations

- (a) Each student is required, upon admission to register with the Health Centre and to submit to the Director of the university Health Services a record of a Medical examination performed by a Physician. A Proforma is sent to him in advance of his acceptance by the university for Completion. This includes Chest X-Ray. All Students should submit two passport size photographs to the Director of Health Services together with their Medical Forms.
- (b) Students are advised to disclose their Medical condition at the beginning of the session. If an unsatisfactory medical condition is discovered later, the student may be denied registration at the beginning of the following semester.
- (c) A Student in whom any remedial defects are noted is required to follow the guidance of the University Health Service, pursuing a course, which will correct his remediable defects.
- (d) The Director of the University Health Service may advise the Vice Chancellor to ask a student to withdraw from the University on grounds of illness. In such a case the student may be re-admitted on the advice of the Director of the University Health Services who may recommend special conditions for his re-admission.
- (e) Consultant Service and Hospital Care are available when necessary at the University of Benin Teaching Hospital (UBTH) on referral through the University Health Services. Consultant Services are also available at the Central Hospital and Uselu Neuro-Psychiatric Hospital both located in Benin City.

- (g) The Medical Certificate on any sick student should be received in the Academic office within twenty-four hours after the student took ill. Any Medical Certificate not received within the specified period will not be entertained.

8.13 PLACES OF WORSHIP

8.14 UGBOWO CAMPUS

Three places of worship have been provided for student viz: Catholics, Protestants and Moslems respectively as follows:

- (a) CATHOLICS: St. Albert's Catholic Church
- (b) PROTESTANTS: All Saints Chapel
- (c) MOSLEMS: University Mosque

The three places of worship are located in one large areas opposite the Central Administration Complex, Ugbowo Campus.

8.15 EKEHUAN CAMPUS

Catholic worship at St. Francis Catholic Church along College Road is a walking distance while other Christian denominations use the Assembly Hall and the large classrooms. Moslems have a mosque not too far away from the Uniben Water Factory.

8.16 PLACES OF WORSHIP IN BENIN CITY.

There are many churches and mosques in Benin that cater the spiritual welfare of students. The following places of worship are however easily accessible to students at Ekehuan Campus

- (a) **CATHOLIC CHURCHES**
 - (i) Holy Cross Cathedral,
53, Mission Road, Benin City.
 - (ii) St. Paul's Catholic Church,
32, Airport Road,
Benin City.
 - (iii) St. Joseph's Catholic Church
1st East Circular Road, Benin City.
 - (iv) St. Francis Catholic Church
College Road, Benin City.

(b) **PROTESTANT CHURCHES**

- (i) Central Baptist Church,
King's Square, Benin City.
- (ii) St. Matthew's Cathedral Church,
Sapkoba Road, Benin City.
- (iii) St. James Anglican Church,
Akpakpava Road, Benin
- (iv) St. Peters Anglican Church
Lagos Street, Benin City.
- (v) ECWA Church
Erhunmwense Street, Benin City
- (vi) Uzebu Baptist Church
Eheneden Street, off Ekehuan Road, Benin City
- (vii) Fountain of Life Baptist Church
Garrick Layout, Off College Road, Benin City.
- (viii) Kingdom of Life Baptist Church
Evbotubu Quarters, Benin City.
- (ix) Christ Embassy, Erediawa Street, off Ekehuan Road,
Benin City.

(c) **MOSQUES**

- (i) Benin Central Mosque,,
Lagos Street, Benin City.
- (ii) Ikpoba Slope Praying Ground,
Ikpoba Slope, Benin City.

8.17 SPORTS FACILITIES

8.17.1 UGBOWO CAMPUS: There is a modern Sports Complex at the Main Campus (Samuel Ogbemudia Stadium) with provision for both indoor and outdoor games.

8.17.2 EKEHUAN CAMPUS: Lawn tennis and volley ball courts among others are available at Ekehuan Campus.

8.18 SHOPPING FACILITIES

The following shopping facilities are located outside Ekehuan Campus, but easily accessible:-

- (i) Oba Market – along Oba Market Road, Benin City
- (ii) New Benin Market – along Mission Road, Benin City

- (iii) Exclusive Stores – Sapele Road, Benin City
- (iv) Valley Pharmacy and Stores – Ekehuan Road, Benin City.
- (v) Multi-Purpose Shops – Lagos Street, Benin City.

8.19 BANKS

The following shopping facilities are located outside Ekehuan Campus, but easily accessible to students from Ekehuan Campus

- (a) Unity Bank - Located within the main Campus at Ugbowo
- (b) United Bank for Africa – Akpakpava Street and Ekehuan Road, Benin City.
- (c) First Bank – King’s Square and Ekehuan Road, Benin City.
- (d) Mainstreet Bank - King’s Square and Ekehuan Road, Benin City
- (e) Union Bank – Mission Road, Benin City.

8.20 PLACES OF INTEREST IN BENIN

Students may wish to visit the following places of interest in Benin City.

- (i) The Royal Palace - Adesogbe Road, Benin City
- (ii) Benin Museum King’s Square, Benin City
- (iii) Ikpoba River Dam, Teboga Road, Ikpoba Hill, Benin City
- (iv) Bronze and Wood Carving – Igun Street and Airport Road, Benin City.
- (v) Benin Airport – Airport Road, Benin City.
- (vi) Idubor Arts Gallery – Sokponba Road, Benin City.
- (vii) Bendel Craft Shop King’s Square
- (viii) Benin City Walls
- (ix) Emotan, Asoro Monuments etc
- (x) Other places of historical interest where monuments and antiquities are preserved are Chiefs Ero, Ezomo, Ihama, Obaseki, Ologbosere, Ogiamien etc compounds.
- (xi) Ogba Zoological Gardens.

8.21 HOSTELS AND GUEST HOUSES.

The following hotels offer standard services.

- (i) University Guest Houses – Ugbowo Campus
- (ii) Bins hotels – Ekehuan Road, Benin City
- (iii) University Palace Hotel, Federal Government Girls College Road, Benin City
- (iv) Precious Palm Royal Motel, Benin-Lagos Road, Ugbowo Benin City.

- (v) Motel Benin Plaza, Reservation Road, GRA., Benin City.
- (vi) Emotan Hotel, Off Sapele Road, Benin City.
- (vii) Rhimas Garden Hotel, No. 3 Obazuwa Street, Off 1st East Circular Road, Benin City.

INSTITUTE OF PUBLIC ADMINISTRATION AND EXTENSION SERVICES, (IPAES) (EKEHUA CAMPUS)

TUITION FEES/CHARGES FOR THE- 2009/2010 ACADEMIC SESSION

S/N	PROGRAMME	TUITION	TOTAL
		Returning Students ₦	New Students ₦
1.	Diploma in Health Management	29,500	65,500
2.	Diploma in Nursing Admin & Management	32,500	68,500
3.	Diploma in Primary Health Care & Statistics	32,500	68,500
4.	Postgraduate Diploma in Public Admin	39,500	75,500
5.	Masters in Public Administration	49,500	85,500
6.	Masters in Health Planning and Management	49,500	85,500

Each final year/graduating Certificate/Diploma student is as usual, expected to Pay

₦2,500.00 only for academic gown and scroll for his/her use during convocation (graduation) ceremony.

In addition: Each fresh student is expect to pay the following charge in one (1) bank draft in the course of clearance/registration.

- 1. Admission/Clearance - ₦30,250.00
- 2. Hire of Academic gown/Matric - ₦2,500.00
- 3. Medical Examination - ₦3,500.00

Approved fees are as published by the University Bursary from time to time. Students are advised to consult the appropriate office for the schedule of fees.